Central Intelligence Agency

Washington, D.C. 20505

30 June 2014

Mr. John Greenewald, Jr.
The Black Vault
[redacted]

Reference: F-2014-01846

Dear Mr. Greenewald:

This is a final response to your 18 June 2014 Freedom of Information Act request, received in the office of the Information and Privacy Coordinator on 19 June 2014, for what we have interpreted as a request for a copy of the most recent **Style Manual & Writers Guide for Intelligence Publications.**

Our records show that we conducted a search on behalf of an earlier request for records pertaining to the subject of your request. Therefore, we conducted a search of our previously released database and enclosed is one document, consisting of 190 pages, which was located and released in connection with the earlier request. Because you are entitled to the first 100 pages and cost for the remaining pages is minimal, there is no charge for processing your request.

Sincerely,

Michele Meeks
Information and Privacy Coordinator

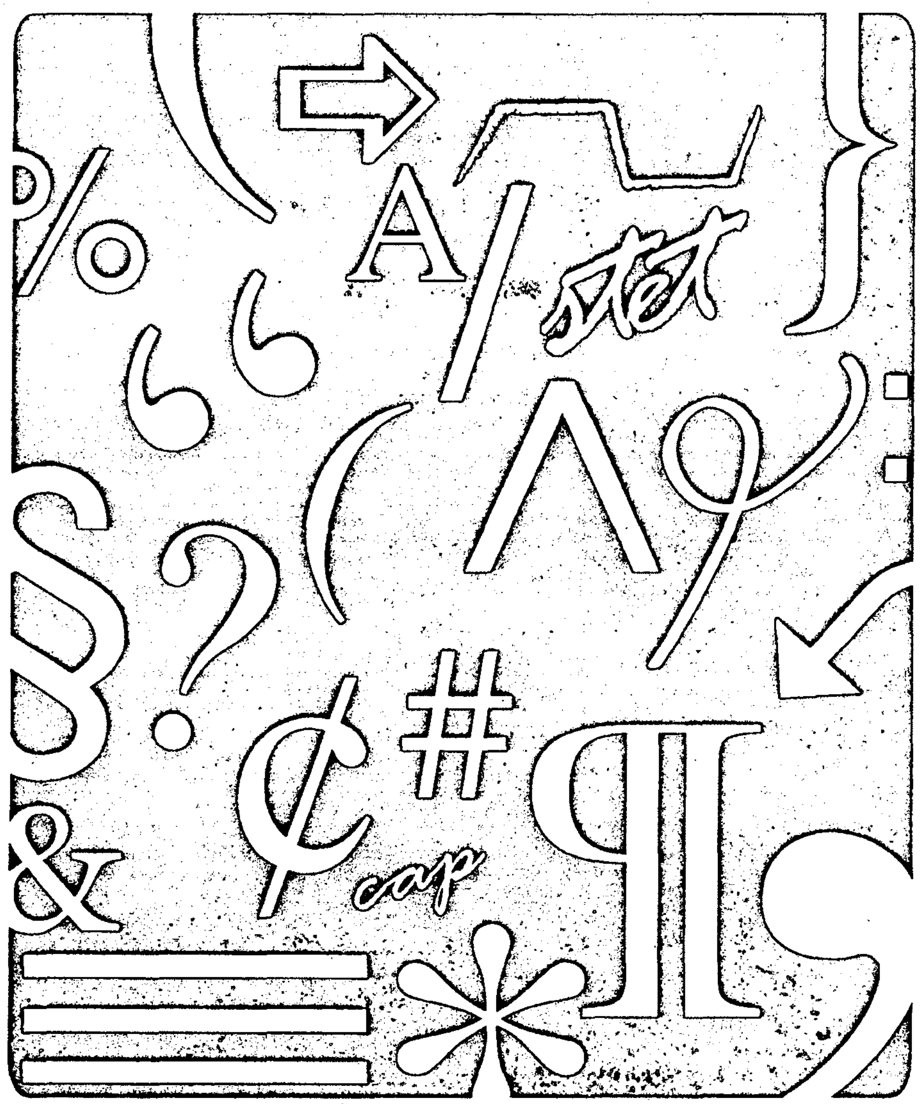
Enclosure

DIRECTORATE OF INTELLIGENCE

STYLE MANUAL & WRITERS GUIDE

FOR INTELLIGENCE PUBLICATIONS

Eighth Edition, 2011



This style guide was prepared by the DI [redacted]

Foreword

Good intelligence depends in large measure on clear, concise writing. The information CIA gathers and the analysis it produces mean little if we cannot convey them effectively. The Directorate of Intelligence and the Agency as a whole have always understood that. Both have been home, from their earliest days, to people who enjoy writing and excel at it.

The *Style Manual and Writers Guide for Intelligence Publications* is an essential reference for the officers of our Directorate. Now in its eighth edition, it reflects an enduring commitment to the highest standards of care and precision.

This guide is designed to be helpful and convenient, sensible in organization, and logical in content. It contains, among other changes, a revised list of accepted acronyms and new tips on word usage. The world is not static. Nor is the language we employ to assess it.

In dealing with foreign policy and national security, our government has many sources of insight on which to draw. The depth of our knowledge, the strength of our thinking, and the power of our words will ensure that our customers, from policymakers to operations officers, continue to rely on the Directorate of Intelligence.

Fran Moore
Director for Intelligence

Preface

The eighth edition of the *Style Manual and Writers Guide for Intelligence Publications* provides guidance for English usage and writing style in the Central Intelligence Agency. It incorporates most of the improvements that appeared in previous editions but returns to the organization by chapters of the earliest versions. The chapters on capitalization, numbers, abbreviations, italics, punctuation, spelling, and compound words have numerous headings and subheadings to enable users to find specific subjects quickly within the chapters themselves or through the table of contents. Further subject indexing is provided in chapter 9—the Word Watchers List—which incorporates many of the style rules in abbreviated form; it is similar to the Word Watchers Index in the fourth edition and to the overall organization of more recent editions. The manual also includes a comprehensive Spelling and Compound Words List, as have all previous editions, and an index to the entire manual.

The counsel in this guide is derived from many sources, including the works of Barzun, Bernstein, Copperud, Follett, Fowler, the Morrises, Strunk and White, Gregg, and other recognized arbiters of English usage. It also draws on the stylebooks of press services, newspapers, publishing houses, and past and present CIA offices.

A basic reference for spelling, compounding, and other instructions for all eight editions is the US Government Printing Office's *Style Manual*, the most recent edition of which was issued in 2008. The GPO's authority for spelling and compounding words is *Webster's Third New International Dictionary*, published by G. & C. Merriam Company. That dictionary or the more up-to-date abridgments of it (the latest being *Webster's 11th New Collegiate Dictionary*) are the authorities for the preferred spellings listed in this guide that were not found in the GPO manual.

This guide is for both the creators and the processors of intelligence analysis—for the writers and for the editors of their analyses. It also serves writers and processors of administrative papers. Moreover, it has been used and will continue to be used by teachers and students of writing and publications processing.

The manual is available online in both web browser (HTML) and printer-friendly (PDF) versions; limited quantities are available in hardcopy. The browser version contains active links that take users from one related issue to another; these are indicated with the standard hyperlink convention: underlined text. The browser version may be updated as needed.

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§ 1. CAPITALIZATION

1.1. A Few Basic Rules

When deciding whether or not to capitalize a word, follow the old maxim: "When in doubt, don't." Do not, for example, capitalize the first letters of the words explaining an uppercase abbreviation unless the term abbreviated is a proper name.

LAN (local area network)   USPS (United States Postal Service)

The capitalization of abbreviations themselves is covered in chapter 3. One general rule is to avoid the all-uppercase formulations common in the military for weapon designators (use Scud, *not* SCUD) and for exercises. Lowercase is preferred for acronyms (such as comsat), but be aware of exceptions (notably NATO and SIGINT).

This chapter covers other areas in which uncertainty about capitalization may arise. We assume all users of this manual know that the first letter of a sentence should be capitalized, but a writer may be unsure about what to do if a number begins a sentence—spell it out, even if it is a number normally written as a figure (see sections 2.2 and 2.14), or rephrase the sentence (for example, change *1988 was a significant year for her* to *The year 1988 was significant for her*).

1.2. Proper Nouns

Generally, capitalize a common noun when it forms part of a proper name but not when it is used alone as a substitute for the name of the place or thing or when it becomes separated from the rest of the name by an intervening word or phrase. Certain well-known short forms of specific proper names, however, are exceptions to this rule.

Social Democratic Party, the party
Catholic Church, the church
Harvard University, the university
Quebec Province, Province of Quebec; the province; Quebec, Canada's separatist province
but
the British Commonwealth, the Commonwealth
the Panama (or Suez) Canal, the Canal
the Golan Heights, the Heights
the Persian Gulf, the Gulf
the Horn of Africa, the Horn
the Korean Peninsula, the Peninsula
the Olympic Games, the Games, the Olympics, the Winter (or Summer) Olympics
the Taiwan Strait, the Strait, cross-Strait

A noun common to two or more proper names is capitalized in the plural form when preceded by the proper adjectives in those names.

Montgomery and Prince George's Counties
Harvard and Yale Universities
Red and Black Seas

1.3. Derivatives of Proper Names

Do not capitalize derivatives of proper names used with acquired independent meanings.

anglicized words	italic type
bohemian lifestyle	molotov cocktail
byzantine organization	pasteurized milk
diesel engine	roman type
draconian measures	venetian blinds
but	
Castroite sympathies	Islamization
degrees Celsius	Marxist, Leninist
degrees Fahrenheit	Morse code
Francophone	pulsed Doppler effect
Gaullist policies	Sandinista

1.4. Articles in Place Names

Capitalize the definite article, or its foreign language equivalent, when it is part of an official name. When such a name is used adjectively, an uncapitalized *the* might be used and, despite the redundancy, would precede a capitalized non-English equivalent.

The Bahamas	the Bahamas Tourist Office
El Salvador	the El Salvador situation
The Gambia	the Gambia mapping project
The Hague	the Second Hague Conference

For some country names the definite article is used but is not capitalized because it is not part of the official name (for example, the United Kingdom, the United States, the Vatican) or because the convention has been to use a lowercase *t*, as in:

the Philippines (The proper adjective is Philippine; the people are Filipinos.)

the Netherlands (The proper adjective is Dutch or Netherlands; the people are called the Dutch or the Netherlanders.)[1]

Do not omit the article before a country name in a series if the article is used when the name stands alone.

the United States and *the* Netherlands (*not* the United States and Netherlands)

There is no *the* in *Congo, Seychelles, Sudan,* or *Western Sahara* (*the Sahara* refers to the desert).

1.5. Names of Persons

The spelling of personal names in CIA writing follows transliteration systems generally agreed upon by US Government agencies, unless officials have stated a preference for variant spellings of their names.

[1]Guidance on country names and the nouns and adjectives denoting nationality is given in *The World Factbook,* produced by the CIA and available online [redacted] or in hardcopy from the US Government Printing Office or the National Technical Information Service.

1.5a. Particles in Personal Names

In certain personal names, particles such as *al, d', da, de, del, della, den, di, du, l', la, le, van,* and *von* are usually not capitalized unless they begin a sentence.

> . . . achieved independence while de Gaulle was President. De Gaulle, however, did . . .
> . . . was opposed by the den Uyl government. Den Uyl's policy differed from that of van Agt . . .

In some cases, particles are often dropped when the family name alone is used.

> Iraqi Prime Minister Nuri al-Maliki; *but* Maliki stated . . .

Anglicized versions of foreign names vary in the matter of retaining or dropping particles and in the use of capital letters.

1.5b. Nicknames

When a nickname or a descriptive expression replaces a person's first name, capitalize it. If the nickname falls between a person's first and last names, capitalize it and enclose it in quotation marks.

> the late revolutionary Che Guevara
> Israeli Prime Minister Binyamin "Bibi" Netanyahu

1.6. Government Bodies

Capitalize both the full proper name of a national government body and its shortened form.

> the British Parliament, the Parliament, Parliament
>
> the Argentine Congress, the Congress; the Tunisian Chamber of Deputies, the Chamber; *but* the Argentine legislature, the Tunisian legislature, the legislature
>
> the French Senate, the Senate, the upper house
>
> the Cuban Council of Ministers, the Council of Ministers
>
> the British Cabinet, the Cabinet, the Conservative Cabinet, Cabinet member; *but* the Labor shadow cabinet (This example does not apply across the board, especially if the term *cabinet* is used in reference to a body whose formal title does not resemble the English word. If in doubt, use lowercase.)
>
> the Ministry of Economy, the Ministry; a proposed ministry of energy, the proposed ministry, various ministries, several ministries, the economic ministries, the foreign service, the civil service; *but* a Secret Service agent, the Intelligence Community
>
> the Supreme Court
>
> the Central Bank, the Bank
>
> the US Government, the Federal Government (US only; also Federal employee, etc.), the French Government, the French and Italian Governments, the Government of France, the Governments of France and Italy; *but* the government (shortened form always lowercased), the Brown government, the Tory government, the European governments; the executive, legislative, and judicial branches of government; the Obama administration, the administration; the Calderon administration

For a subnational government body, capitalize only the full proper name and avoid shortened forms that might be confused with national equivalents.

> the Maryland House of Delegates, the state legislature (*not* the House); the Quebec Parliament, the provincial parliament; the Jerusalem Municipal Council, the council, municipal councils all over Israel

1.7. Military Forces

Capitalize the full proper name (or reasonable translations and approximations thereof) of a military force or service as well as the shortened form of that name.

the US Army, the Army
the Egyptian Army, the Army, an Army engineer
Chilean Army, division, or regiment level
the Russian Navy, the Navy, a Navy officer
the People's Liberation Army, the Army, the PLA
the Royal Air Force, the Air Force, the RAF, an Air Force pilot
The Israel Defense Forces, the IDF (*not* the Forces)

This rule does not apply to individual units in the matter of capitalizing the shortened form of the name.

the 3rd Army, the army
the 7th Fleet, the fleet
the 27th Division, the division
The 1028th Brigade, the brigade

Nor does it apply to a reference, other than a proper name, to military services as a group, to a general reference to one kind of service in the plural form, or to any general reference.

the Russian armed forces
the British military establishment
the infantry, the artillery, the submarine forces
US naval forces
the East European air forces
the navies of the Mediterranean NATO members
a navy (army, air force) to be proud of
Russian-supplied air force (naval, ground force) equipment
but
the German and French Air Forces, the Greek and Turkish Navies (specific services referred to by proper names in plural form)

1.8. International Organizations

Capitalize both the full proper name and the shortened form of an international organization and its subelements.

the UN General Assembly, the Assembly
the World Bank, the Bank

1.9. Diplomatic and Consular Units

Capitalize the full or shortened name of a specific embassy, mission, or consulate, but not those words when used generally.

the British Embassy, the Embassy
the British Embassies in Paris and Rome
the US Mission, a spokesman for the Mission
the French Consulate, the Consulate, during Consulate hours

but
reports from African embassies
employees skilled in consulate operations
members of diplomatic missions
US embassy guards in the African states

1.10. Religious Terms

Capitalize the names of religions, religious bodies, and the terms for their adherents and writings.

the Bible	Islam	Methodist Church (*but* the church)
Biblical text	a Jew	a Muslim
Catholicism	Judaism	a Protestant
Christianity	the Koran	the Talmud
an Episcopalian	Koranic law	Talmudic scholar

Do not capitalize such terms when they are used in a nonreligious sense.

This style guide, which should be the bible for intelligence writers, attempts to be catholic in its approach to English usage.

1.11. Titles of Religious Leaders

The terms for and titles of religious leaders are capitalized preceding a name and occasionally following the name or when used alone.

Bishop Tutu, the Bishop; *but* appointment of a bishop. (In a political context simply use the name for subsequent reference: *meetings between Tutu and the authorities.*)
Pope Benedict XVI . . . the Pope; *but* election of a pope; future popes; papal, papacy

1.12. Political Parties and Similar Groups

Capitalize the full or shortened name of a political party but not the word *party* standing alone.

the Chinese Communist Party, the party, the CCP
the Italian Socialist Party, the Socialist Party, the PSI
the Christian Democratic Union, the party, the CDU
the British (or Australian or New Zealand) Labor[2] Party, the party, Labor's chances in the election

1.13. Political Philosophies

Capitalize words referring to members of organized parties but not words referring to political philosophies and their adherents.

a Socialist, a Liberal, a Laborite, a Conservative, a Tory, a Social Christian, a Christian Socialist, a Communist (all party members)
A British socialist is likely to be a member of the Labor Party.
The socialist parties of Western Europe include the British Labor Party and the German Social Democratic Party.

[2]Note that, even in proper names, we always use the American spelling for English words spelled differently in the British Commonwealth.

Not all liberal European parties have the word *liberal* in their names.

a communist opposition party called the People's Party

The communist[3] countries today are China, Cuba, North Korea, Laos, and Vietnam.

Eurocommunism

but

Christian Democracy, Christian Democrat, Christian Democratic (both the *C* and the *D* are uppercased)

1.14. Geographic Terms

1.14a. Direction

A geographic term used to denote mere direction or position on the earth[4] is not a proper name and is not capitalized.

north, south, east, west, south-central, far north

northerly, eastward, western, far western

east coast, southern France, central Europe

the polar region, polar icecap; the Arctic Circle, the Arctic region (lowercase as descriptive adjective: arctic clothing, conditions, etc.)

Latitude (zero to 90 degrees) and longitude (zero to 180 degrees) continue to describe position on the earth, but context and space limitations allow for differences in format beyond the traditional symbols used to designate degrees, minutes, and seconds (when needed).

Either 55° 45' north latitude, 37° 35' east longitude or 55 45 north latitude, 37 35 east longitude may be used in the text of a paper, as long as use is consistent.

The format 55 45 N 37 35 E is preferred on a map or graphic.

Six digits set solid (554500N) is preferred in a table or matrix with latitude as a header and seven digits set solid (0373500E) with longitude as a header.

1.14b. Special Geographic Groupings

Geographic terms often become part of a proper name for a definite region, geographic feature, or political grouping and are capitalized.

the West, the East, Western countries, East-West dialogue

the Western Hemisphere, the North Pole, the Caribbean Basin, the San Andreas Fault, the Equator

the Continent (meaning continental Europe)

but

the coterminous, or contiguous, United States (meaning the first 48 states) and the continental United States (meaning the first 48 states plus Alaska)

Greater Moscow, Metropolitan Moscow (*but* Moscow metropolitan area)

North and South, capitalized, are often used as abbreviations of the two Koreas or to refer, respectively, to the developed and developing countries, as in "the North-South dialogue."

[3]Communist countries and parties often call themselves "Socialist" or "socialist." In paraphrasing communist statements, put such references in quotation marks. The same applies to *imperialism* and *imperialist* (and to *anti-imperialism* and *anti-imperialist*), which are terms communists use in describing their opponents.

[4]Capitalize *Earth*, *Moon*, and *Sun* only in extraterrestrial contexts. Earth orbit, Moon landing, orbit the Sun; *but* earth's topography, moonlight, sunshine.

Some capitalized geographic terms are used to divide the world into groups of countries for purposes of intelligence reporting.

Middle East or Middle Eastern (preferred over Near East, Mideast)
North Africa (occasionally North-Central Africa)
Sub-Saharan Africa
West Africa, East Africa
but
black Africa, southern Africa (South Africa refers only to the republic)
South Asia (sometimes Southwest or Southeast Asia)
East Asia (preferred over Far East)
Oceania (note also North or South Pacific, the Pacific Rim, *but* eastern, western Pacific)
Western Europe, West European
Eastern Europe, East European
Latin America
Middle America
Central America

Some countries fall into more than one category, depending on the context. In some reports, countries logically belonging in a geographic category are grouped separately by some other criterion, such as membership in NATO. The Arab states are often treated as a group in papers on the Middle East. And the terms Middle America and Central America are not synonymous. Be careful, therefore, to explain any such groupings or any deviations from normal geographic categories in a prefatory note or a footnote.

1.15. Nationalities, Tribes, and Other Groups of People

Capitalize the names of racial, linguistic, tribal, ethnic, and religious groupings such as the following. Check *The World Factbook* for specific groupings in a country.

African-American	Colored[6]	Mongol
Amerindian	Creole	Mongoloid
Arab	Indian	Mormon
Aryan	Indo-Chinese	Negro, Negroid
Asian	Indo-European	Nordic
Bedouin (ethnic population)[5]	Jewish	Oriental
Berber	KwaZulu	Polynesian
Bushman	Magyar	Pygmy
Caucasian	Malay	Walloon
Caucasoid	Maori	Zulu

Do not capitalize the following terms based on racial origin, size, and local or other usage. (Some terms of this sort can have offensive connotations and, of course, should never be used.)

aborigine, aboriginal	bushman (general sense)	overseas (as in overseas Chinese)
animist	mestizo	pygmy (general sense)
bedouin (nomadic lifestyle)	mulatto	white
black		

[5]See *bedouin* in chapter 9.
[6]The capitalized term *Colored* is used in reporting on South Africa and (historically) other white-populated areas of Africa. Except in the way it is spelled here (Colored, *not* Coloured) the term conforms to local usage.

1.16. Coined Names

A coined name or short form for a military, economic, political, or other grouping is capitalized.

the Alliance, Allied (adjective), and Allies in reference to NATO (uppercasing is needed for clarity; otherwise lowercase)
the Contras
the European Union, the Union, the EU member states
the Free World (use *noncommunist world* in all but historical contexts)
the Group of Eight (G-8)
the Intelligence Community
Nonaligned Movement
Six-Party Talks
but
Camp David accords, Geneva accords, Helsinki accords, Amman accords, Dayton accords, Paris accords
the establishment
fifth column
the occupied territories
Persian Gulf states, the Gulf states
stealth bomber, stealth technology, counterstealth

1.17. Holidays, Religious Feasts, and Historic and Other Significant Events

Many of the examples in this section need capitalization to give them the emphasis or prominence essential to understanding their meaning, especially when they are used out of context.

the Cold War	the Holocaust	Ramadan
the Cultural Revolution	Independence Day	the Renaissance
D-Day	New Year's Day	the Six-Day War[7]
the Depression	the October War[7]	World War II
the Feast of the Passover	the 23rd Party Congress	
the Great Leap Forward	the Prague Spring	

1.18. Trade Names

Trade names (such as *Velcro, Kleenex,* or *Teflon*) should be capitalized or replaced with a generic term.

air-cushion vehicle (ACV) or hover craft (unless it is a real Hovercraft)
fiberglass (unless it is Owens-Corning Fiberglas)
oxytetracycline (unless the physician specifically prescribed Terramycin)
a photocopy (unless it is known to be a Xerox copy or a Kodak copy)
tracked vehicles (unless they have genuine Caterpillar treads)
a canning jar (unless it is a real Ball or Mason jar)

[7]Capitalize the *W* in *October War* or *Six-Day War* because either term as a whole is a distinguishing coined name, but *1973 Middle East war* or *1967 Arab-Israeli war* is distinguishing enough without the capital *W*. Avoid *Yom Kippur war*, which is slangy. Do not uppercase the *w* in *Korean war*, which was "undeclared"; the same logic applies to *Vietnam war* and *Falklands war*, and a similar convention (if not logic) to *Iran-Iraq war*.

Sometimes an acceptable replacement is hard to find. For example, "Ping-Pong diplomacy," the catchphrase once used to describe the exchange of sport and cultural delegations between the United States and China, was probably not entirely accurate even with the trade name uppercased but was certainly preferable to "table tennis diplomacy." Usage eventually pushes bestselling trademarks into the generic language—and in some cases, such as jeep, the generic preceded the trade name. For instance, the following once-capitalized names are now listed in the Merriam-Webster dictionary in lowercase: *celluloid, deep-freeze, dry ice, photostat,* and *zipper*.

1.19. Titles of Persons

1.19a. Before the Name

Capitalize any valid title (or short form of it) immediately preceding a person's name. The plural form of the title preceding more than one name is also capitalized. In front of a title, the prefix *ex* (followed by a hyphen or an en dash) and the adjectives *former* and *then* (neither followed by a hyphen) are not capitalized; neither are the suffixes *designate* and *elect*. Do not confuse a mere description with a title by capitalizing it.

President Sarkozy, Acting President Ghimpu, Defense Minister Barak, First Deputy Premier Shuvalov

Prime Ministers Cameron and Cowen

former Prime Minister Callaghan, then Defense Minister Sharon, ex-President Lopez, ex–Foreign Minister Gromyko, President-elect Salinas, Permanent Representative–designate to the UN Dauth

the late PLO Chairman Arafat (*but* former PLO leader Arafat)

Chief Justice Ramirez, Associate Justice Alberti, Justices Alberti and Ramirez

Bishop Jones, Chairman Smith, Prof. Mary Brown, Professor Brown

Mayor Black, Assistant Principal Jones

First Lady Margarita Zavala de Calderon

party Secretary Brown (uppercase any party top leader's formal title preceding the name), ruling-party Chairman Jones

vice-presidential candidate Gonzalez, pianist Ray Charles

Avoid preceding a name with more than one title. Use the more important one first, and then the other later in the text if necessary or if desired for variation.

onetime Minister of Defense Yazov . . . Marshal Yazov

the late President Pinochet . . . General Pinochet

1.19b. After or in Place of the Name

Generally, a title standing alone is lowercased unless it refers to an incumbent—present or past (but not future). To indicate preeminence or distinction in certain instances, capitalize a common-noun title or shortened title when it follows the name of a person or is used alone in reference to the person to whom the title belongs or belonged. The plural form of such a title is also capitalized as appropriate. So is the word *Acting* if it is a valid part of a capitalized title. Do not capitalize such a title when it refers to the office rather than the individual or when it is used generally.

1.19b1. Head or Assistant Head of State or Government[8]; Royal Heir Apparent

Nicolas Sarkozy, President of France
the President
the Prime Ministers of Italy and France
the Premier-designate, the Vice President-elect
the woman designated as Premier, the man elected Vice President
the former Vice President, an ex-President
the then Secretary General
the Queen of England, the Prince of Wales, the Crown Prince
the former King
but
aspire to be president
destined to be king
a younger head of state
the new chief of state
note also
the First Lady, the First Family (*but* the royal family)

1.19b2. Top Officials, National Government Unit; Principal Members, Legislative and Judicial Branches

David Wright Miliband, Secretary of State for Foreign and Commonwealth Affairs
the Acting Foreign Secretary
the Minister of Foreign Affairs, the Foreign Minister
the Deputy Minister of Foreign Affairs
Minister Without Portfolio
the Chief Justice
the President of the Senate, the President
the Speaker of the House, the Speaker
Bank of Canada Governor Carney
but
a deputy minister of foreign affairs, a first deputy premier
shadow minister, shadow chancellor of the Exchequer, shadow foreign secretary
conferred with cabinet ministers and secretaries of state
the senator, the representative, the congressman, the assemblyman
the member of Parliament (*never* parliamentarian—see chapter 9)
a deputy in the National Assembly
an associate justice
chairman of the Foreign Affairs Committee
the deputy chairman

1.19b3. Officers of Party Organizations in Communist Countries

Cuban Communist Party First Secretary Fidel Castro
Hu Jintao, General Secretary of the Communist Party of China
party General Secretary Hu
the General Secretary, the party General Secretary

[8]Capitalize *Presidential* in any reference to a present or past US President (Presidential vetoes, decisions, proclamations, etc.) but not a reference to a future one (the 2012 presidential election) or to the office generally (presidential powers under the US Constitution). Outside the US context, lowercase *presidential* and other adjectives referring generally to government offices unless they are part of an official name or title: Presidential (Ministerial, Vice-Presidential) Liaison Office(r); *but* presidential action, ambassadorial courtesies, prime-ministerial caliber.

C05757260

but
Politburo member Ricardo Alarcon
party secretary Juan Almeida
the party secretary responsible for agriculture
a full member or candidate member of the party Politburo
the general secretary of the Italian Communist Party

1.19b4. Top Officials of First-Order Subnational Administrative Divisions

Jean Charest, Premier of Quebec
the Vice Premier of Quebec
the Governor of Connecticut
the Lieutenant Governor of Virginia
the Acting Governor of Maryland
the Armenian Republic First Secretary
but
a capable premier
several state governors
the mayor of Philadelphia

1.19b5. Top Officers in a Military Service

Commander in Chief of the Chilean Army; the Commander in Chief
Chief of Staff, Brazilian Air Force
Deputy Chief of Staff
but
the quartermaster
commander, IV Corps
chief, G-2 (Intelligence Branch), Army Headquarters
the general (military title standing alone not capitalized)

1.19b6. Principal Official of an International Organization

the Secretary General
the current Secretaries General of the UN and the OAS
but
periodic selection of NATO secretaries general

1.19b7. Principal Members of the Diplomatic Corps

the Ambassador, the British Ambassador[9]
the Deputy Chief of Mission
the Minister, the Charge, the Consul General, Minister Plenipotentiary
but
the counselor of embassy, the economic counselor, the first secretary, the US defense attache, the consul, the rank of ambassador, ambassadors at the conference (general use)

[9]There are four levels of ambassadorship. 1) Ambassador-nominee: a person who has been designated by a government as ambassador but for whose appointment the United States has not granted *agrement*. 2) Ambassador-designate: a person whose government has obtained *agrement* for appointment but who has not yet taken up the post. 3) Appointed Ambassador: a person who has presented credentials to the Secretary of State or designee but not to the President. 4) Ambassador: a person who has presented credentials to the President.

1.20. Publications

1.20a. Titles in English

Capitalize the first letter of the initial word, that of the final word, and that of any principal word in titles of publications and the like (books, newspapers, magazines, articles, series, reports, speeches, plays, movies, musical compositions, works of art, and historical documents). Principal words include all nouns, pronouns, verbs (including the *to* in an infinitive), adjectives, and adverbs; the preposition *via*, as well as *per* when part of a unit modifier; any other word of more than three letters; the first word following a colon or em dash within a title; and parts of compounds that would be capitalized standing alone (Long-Term, President-Elect, Re-Creation, Follow-On, Trade-Off *but* Balance-of-Payments Problems, Nine-to-Five Schedule, Co-op Formation). If a normally lowercased short word is used in juxtaposition with a capitalized word of like significance, it should also be capitalized (*Buildings In and Near Minneapolis, Construction "On the Cheap"*).

1.20b. Shortened Titles

The above rule is sometimes modified to apply to accepted shortened titles of some publications and historic documents.

article in *The Washington Post*; quoted in the *Post* article
reported in *The Times*; from the London *Times*[10]
Quadripartite Agreement; the Agreement
Balfour Declaration; the Declaration (*but* a British white paper)
the Ruritanian Constitution; the Constitution
but
The 1962 Constitution was a vast improvement over earlier constitutions.
Writers of constitutions (general use) and compilers of style guides are kindred souls.

1.20c. Laws and Treaties

Capitalize the first word and all other important words in the formal titles or distinguishing shortened names of federal, state, or foreign documents. If a descriptive term is used, or if the document is still in draft form, use lowercase. The names of ratified treaties are capitalized when rendered in full. For treaties that have not been ratified, the *t* in treaty should always be lowercase.

Bill of Rights
START Treaty, the treaty, New START Treaty
Treaty of Paris, the treaty
Kyoto treaty

1.20d. Foreign Titles

Capitalization of titles that must be given in a language other than English should conform to the practice in that language.

[10]Always word references to the London *Times* so as to avoid confusion with *The New York Times* and vice versa.

1.21. Graphics, Tables, and Chapters

The rule in section 1.20 concerning capitalization of titles of publications and the like also applies to titles of graphics, tables, chapter and part headings, headlines, and the equivalent, but not to annotations (such as arrowed captions or callouts) on a photograph, map, or other graphic—for which only the first letter of the initial word is capitalized. If a number given as a figure begins such a caption the word following it is *not* capitalized.

200-mile limit (*not* 200-Mile limit or 200-mile Limit)

1.22. Cross-References

The common nouns used in numeral or letter designations of chapters, parts, graphics, tables, etc. are not usually parts of titles and are not capitalized in cross-references.

covered in chapter III, volume I
refer to appendix B
(see figure 13)
(detailed in table A-4)
disagrees with section 27

1.23. Indented Bullet or Dash Paragraphs

Capitalize the first letter of each entry in a series of blocks of text indented for emphasis and introduced by a bullet or an em dash.

1.24. Miscellany

1.24a. Seasons[11]

Do not capitalize *spring*, *summer*, *fall* (*autumn*), or *winter*. As a general rule, use the definite article in referring to a season and use *of* before the year.

in the fall of 2009
but
her fall 2009 election triumph

1.24b. Major Storms

Capitalize *hurricane* and *typhoon* as part of a US National Weather Service name for such a storm, as in Hurricane Katrina or Typhoon Morakot. Both terms designate types of cyclones, as does *tornado*, but personalization has not been applied to cyclones, tornadoes, or waterspouts (tornadoes gone to sea). In view of the confusion of nomenclature, be sure of what you are talking about before you write about it.

[11]Avoid seasonal references in any writing about the Southern Hemisphere.

§ 2. NUMBERS

2.1. Basic Guidance

Although the reader comprehends figures more readily than numbers spelled out, particularly in technical, scientific, or statistical matter, typographic appearance and other special reasons often call for spelling out numbers rather than using figures.

2.2. Numbers of 10 or More

Except in the first word of a sentence, write numbers of 10 or more in figures, not in spelled-out words.

> Her tour covered 11 countries in 16 days.
>
> Sixteen days on the road left him exhausted. (*Better*: He was exhausted after 16 days on the road.)

2.3. Numbers Under 10

Spell out most numbers under 10, but use figures if such numbers are decimals, ages of persons, percentages, specific amounts of money, or numbers used with units of measure other than time.

> For five years the county has provided free preschool classes for 5-year-olds.
>
> They visited six countries in Asia, three in Africa, and two in Europe, spending an average of 1.45 days in each country.
>
> He walked 6 kilometers every 2.5 days (*but* every two days).
>
> She spent 8 percent of her time in Europe.
>
> He overspent his daily allowance by an average of $7.
>
> The jet's top speed was Mach 2.2.

2.4. Mixes of Numbers Above and Below 10

Combinations of numbers on either side of 10 follow the basic rules governing numbers set forth above.

> The estimate covers the period five to 10 years from now.
>
> He packed two suits, 12 shirts, and three ties.
>
> She had 14 children (three daughters and 11 sons).
>
> The measure lacked three of the 34 votes needed for approval.
>
> The attack involved about 200 troops, 12 tanks, and two aircraft.

2.5. Ordinal Numbers

The rules governing cardinal numbers generally apply to ordinal numbers, except that military units are always designated by figures (again, unless the figure unavoidably comes at the beginning of a sentence), and fractions are usually written out.

First Congress	82nd Congress
ninth century	20th century
seventh region	17th region
fifth anniversary	50th anniversary
first grade	11th grade
3rd Army	2nd Infantry Division
323rd Fighter Wing	1028th Brigade
9th Naval District	7th Fleet
VI Corps (Army usage)	XII Corps

2.6. Indefinite Numbers

Except with words such as *about*, *nearly*, *more than*, and *approximately*, references to quantities in an indefinite sense usually are not written with figures.

The project will cost the government tens of millions.
He addressed several thousand people.
She answered hundreds of questions.
but
He spent about 30 hours on his trip report and had to wait more than 15 days to be reimbursed for expenses.

2.7. Figures of 1,000 or More

Numbers with more than three digits are written with commas, except for years, radiofrequencies, military unit designators, clock time, most serial numbers, and the fractional portions of decimal numbers.

She had traveled 6,187 kilometers as of 1400 hours.
A force of 20,000 (*never* 20 thousand) troops was needed.
According to some sources, there were 1,076,245 US casualties in World War II.
The station operated on a frequency of 1800 kHz.
He was assigned to the 1028th Brigade.
He picked up job number 518225 10-88.
The exact weight is 3,399.243046 grams.
The next step is to multiply by 3.1416.

2.8. Millions and Billions

Numbers over 999,999 are rounded unless an exact amount must be stated. Spell out *million* or *billion* preceded by a figure rounded usually to no more than two decimal places.

The world population today is more than 6.8 billion.
The US population is about 309 million.

The number of Americans dead and wounded in World War II totaled 1,076,245.

More than 16.35 million Americans served in World War II—more than three times the 4.74 million in World War I.

Estimates range between $10 million and $20 million (*not* between $10 and $20 million).

but

The cost is estimated at $10-20 million.

2.9. Numerical Unit Modifiers

Numerical unit modifiers are written with hyphens.

third-level decision
20-kilometer (*or* 20-km) march
eleventh-hour decision
10-room house
20th-century progress
200-million-euro loan
(*but* $200 million sale)
3-million-man army
a 1-cent increase
one- and two-bath apartments
five-year plan[12]
105-millimeter (*preferred* 105-mm) guns
7-meter (*never* 7-m)[13] limit
.45-caliber pistol
50-billion-ruble budget (*but* $50 billion program)
2-million-barrel-per-day
(*or* 2-million-b/d) output
6-percent increase, 6- to 7-percent (*or* 6-to-7-percent)
increase (*but* 6 percent short)

2.10. Possessives

Numerical expressions in the possessive case require an apostrophe but not a hyphen.

After five years' planning, the project got under way.

She put 16 days' work into the project.

The new regime bought several million dollars' worth of arms (*but* $20 million worth).

2.11. Ranges of Numbers

2.11a. Below the Millions

In order to prevent typographical error or misreading in ranges of numbers, use prepositions and conjunctions rather than hyphens, except for years, page or paragraph references, and values in the millions.

The march covered 10 to 15 kilometers (*not* 10-15 kilometers).

The league membership is between 15,000 and 20,000 (*not* 15,000-20,000).

Model numbers 847,312 through 873,214 were recalled (*not* 847,312-873,214).

but

This report covers the years 2005-09.

For further information, see pages 12-25.

[12]The hyphen is retained in capitalized forms of this term.

[13]Abbreviations of units of measure, including abbreviations formed by a single letter (such as *m* for *meter*), are acceptable in appropriate circumstances, such as in tables or in texts making frequent references to specific quantities. One exception, however, is a hyphenated modifier with a single-letter abbreviation, such as *7-m* or *20-L*. Such compounds are confusing and should be avoided. Instead, spell them out (7-meter, 20-liter) or change the unit of measure (700-cm, 20,000-mL). Potentially confusing also are the abbreviations m^2 and m^3, which, although proper metric forms, can sometimes be mistaken for footnote references. Spelling out *square meter(s)* or *cubic meter(s)* is preferred, or *sq m* and *cu m* may be used. So may m^2 and m^3 if there is no possibility of ambiguity.

In tabular material, especially where space limitations apply, the use of hyphens in ranges of numbers is usually more appropriate.

Do not use combinations of prepositions and hyphens, such as *between 15,000-20,000* and *from 847,312-873,214*, to express a complete range of values. The final example in section 2.11b below shows the only circumstance in which such a combination would be appropriate.

2.11b. In the Millions

Hyphens may be used in ranges of numbers in the millions and multimillions.

Natural gas reserves are estimated at 20-30 billion cubic feet.
Production rose to 2.0-3.5 million tons annually during the period 1971-75.
The range of estimated construction costs has increased from $500-600 million to $2-3 billion.
(Do not repeat the dollar sign in ranges like these. Do not write $500 to $600 million or $2 to $3 billion. Although writing $500 million to $600 million or $2 billion to $3 billion is correct, such phrasing would be awkward in the sentence above.)

2.12. Numbers in Tables and Graphics and for Pages, Paragraphs, and Footnotes

Such numbers—and sometimes those that immediately follow each bullet or "tick" in a series that highlights quantities—are not subject to the general rules for numerals, nor are numeral designators for tables, graphics, volumes, chapters, and other parts of publications. However, the text portions of footnotes and, unless space constraints dictate otherwise, of tables and graphics are governed by the same rules for numerals that are applicable to the main text.

2.13. References to Numbers as Numbers

Any number referred to as a number is given as a figure unless beginning a sentence with such a reference is unavoidable.

The estimate could be off by a factor of 2 or 3.
The data are rounded to the nearest 5.
Divide by 5 to determine your share.
His lucky number is 7.
but
Seven is his lucky number.

2.14. Numbers in Nonliteral Sense

Numbers used in a metaphorical or figurative sense are spelled out without regard for the basic rules covering numbers above and below 10.

The Minister is famous for eleventh-hour decisions.
Moreover, he is often a hundred percent wrong.
Because he is a shrewd politician he remains number two in the regime instead of number twenty.
There must be a thousand others who could run the Ministry better than he.

2.15. Decimals

Numbers with a decimal point are expressed in figures. Decimal numbers of less than 1 should have a zero before the decimal point except for designations of gun bore or ammunition. Zeros are omitted at the end of a decimal number unless exact measurement is indicated.

0.25 meter (note that the unit of measure is singular)
1.25 centimeters
silver 0.900 fine (exact measurement)
.22-caliber cartridge

2.16. Fractions

Fractions referring to reasonably specific quantities are written out, with a hyphen in both noun and adjective forms.

three-fourths (*or* three-quarters) of a kilometer[14]
a two-thirds majority; a majority of two-thirds
one-fifth of the electorate; one-tenth; one-twentieth (*or* a fifth, a tenth, a twentieth)
but
a quarter of a lifetime
the second quarter of 2009, the last three quarters of 2009, earnings for first quarter 2010, first-quarter earnings

2.17. Mixed Numbers

If possible, avoid a combination of a whole number and a fraction by converting the fraction to a decimal quantity.

5.5 percent (or *about 5.5 percent*, if you wish to avoid a suggestion of precision)

In nonstatistical contexts, written-out phrases are preferred.

two and a half (*not* one-half) years ago
two-and-a-half-year trial period (*better in some contexts*: 30-month trial period)

In statistical texts, however, precise reporting may require mixes of whole numbers and fractions ($5\frac{1}{2}$, $4\frac{1}{4}$).

2.18. Expressions of Value

2.18a. US Money

Values expressed in US money are given in figures preceded by a dollar sign. Ordinarily, there is no need for the initials *US* to precede the dollar sign unless the context could allow the reader to assume that dollars other than US dollars are meant. If this is the case and the dollar amounts appear throughout the text, consider adding a footnote such as "Money values in this paper are in US dollars unless otherwise indicated." The word *dollars* is used in an indefinite expression with no figure given or if some definition of the word is needed—such as the year to which the dollar value applies. The word *cents* is used for amounts less than a dollar.

[14]Fractional quantities such as this one may sound plural but they take a singular verb (three-fourths of a kilometer is too far to walk). The same is true of any quantitative expression in which the emphasis is on its meaning as a single unit of measure—for example, money ($500 is too expensive) and time (two years is too long).

Russia spent nearly $50 million to develop the system.

Motorists in Amsterdam pay about US $6.50 for a gallon of gasoline; those in Caracas, however, pay only 12 cents a gallon.

Each unit now costs several hundred dollars.

We estimate the system cost the equivalent of 50-60 billion 1987 dollars.

2.18b. Foreign Money

When values are expressed in foreign money, use figures except for indefinite amounts. Because they are unfamiliar to many readers, do not use symbols for foreign currency.

The Israeli-British talks set the unit price at 1,250 pounds sterling (3,065 Israeli pounds).

The construction costs averaged 5 rubles per capita.

The fare is 1 euro.

A bottle of Japanese beer costs 230 yen in Tokyo.

but

Meals in London will cost a few pounds more (*sterling* is understood).

2.19. Percentages and Times Phrases

Numbers showing the relationship of a smaller to a larger quantity are often expressed in percentages, which are always given in figures (75 percent, 6.2 percent, 1 percent, 0.5 percent).

Numbers showing the relationship of a larger quantity to a smaller one are often accompanied by the word *times* and, unless decimals are used, are governed by the basic rules for numbers on either side of 10 (five times as large, 10 times greater, 50 times more frequently, 2.5 times more powerful, two to three times greater).

2.19a. Percentage

The word *percent* is preferred in ordinary text. The percent sign (%) is acceptable in tables and graphics. Unless space is tight, the text portions of tables and graphics should use the word and not the sign to express percentage. Figures are always used for percentage except at the beginning of a sentence that cannot be reworded.

The current five-year plan projects a 20-percent increase by 2015.

Voter turnout dropped 5.7 percent in the second round.

African-Americans make up 5 percent of the student body.

Be careful to distinguish between percent and percentage point.

The inflation rate, which rose only half a percentage point last year, is expected to go up a full 2 or 3 points to 12 or 13 percent in 2010.

2.19b. Times Phrases

Various ways of expressing proportion with the word *times* are shown below. Note that careful wording is needed to avoid a wrong meaning. Sometimes the message is clearer if expressed in percentage. One can also use the suffix *-fold*, although this is somewhat archaic—and awkward when decimal factors are involved. Never use meaningless expressions such as "four times smaller," which sometimes is written by an author who means to say "one-fourth as large."

The number of tanks increased to five times the prewar level. (This is a 400-percent, or fourfold, increase.)

The number of tanks is five times greater than before the war. (This is a 500-percent, or fivefold, increase.)

The number of tanks increased five times. (The tank count went up on five separate occasions by unspecified amounts.)

There are five times as many tanks as there were before the war. (The present number is 400 percent, or four times, greater than the prewar number; is five times the prewar number; and has undergone a fourfold increase.)

If the suffix is attached to a whole number written solid and unhyphenated, spell the resulting word without a hyphen (fourfold, tenfold, twentyfold, hundredfold). Otherwise use a figure and a hyphen (21-fold, 5.75-fold).[15]

2.20. Expressions of Time

2.20a. Ages of Persons

These are expressed in figures except at the beginning of a sentence and in approximations by decades.

The general is almost 60 (*or* 60 years old, *but not* 60 years of age).

General Manley, 60 (*or* age 60, *but not* aged 60), is retiring at the end of the year.

The general must be in his sixties.

Five-year-olds who will reach their 6th birthday by 31 December are eligible. (Change sentence to begin: All 5-year-olds.)

2.20b. Ages of Inanimate Things

These are given according to the basic rules for numbers above and below 10.

The program is two years old.

Those 30-year-old submarines are being scrapped.

2.20c. Dates[16]

Intelligence writing follows the military style of stating a date without internal punctuation and with day, month, and year in that order.

The United States declared its independence on 4 July 1776.

Switzerland's Independence Day is celebrated on 1 August.

She graduated in June 1951 (*not* June, 1951).

Both (word inserted to avoid starting the sentence with a figure) 11 and 26 November were holidays in 2009.

The March-April spring vacation period empties college campuses. (Use a hyphen to separate the months.)

It snowed heavily on the night of 20-21 February. (Use a hyphen to separate the days.)

The play had a three-week run (25 April–14 May). (Use an en dash—see section 5.9—to separate these dates.)

The base rights ended on 30 April 2008.

[15]The principal advantage of *fold* is that it sometimes permits a more precise translation of data reported in a foreign (particularly Slavic) language. A 5.75-fold increase, however, can just as easily be expressed as a 575-percent increase, an increase *of* 5.75 times the previous level, or an increase *to* 6.75 times the previous level.

[16]See dates as modifiers in chapter 9.

2.20d. Years

Figures designating a continuous period of two or more years are separated by a hyphen meaning "up to and including." For two years, *and* may be used.

The presidencies of John Adams (1797-1801), William McKinley (1897-1901), and Bill Clinton (1993-2001) were the only ones to span two centuries.

She worked here during the period 1961-96.[17]

She worked here in 1961 and 1962.

Do not combine *from* or *between* with a hyphen instead of *to* or *and*. Such combinations (from 1951-77, between 1941-45) are almost always incorrect.

A hyphen may be used to date events that straddle consecutive years representing a continuous period, but do not use one to date related but separate events occurring in two consecutive years.

Training of crewmembers took place during the period 2008-09.

during the winter of 2009-10

during the Argentine summer of 2008-09

Clinton was a US Senator (2001-09) before she became Secretary of State.

The first two submarines were launched in 1960 and 1961 (*not* 1960-61).

Use a slash, not a hyphen, in a combining form designating a 12-month period occurring in two calendar years, such as a fiscal year or an academic year, and state the type of year and, if necessary, the period covered.[18]

The farm made a profit in the 2007/08 crop year (1 July–30 June)[19] but not in 2008/09.

Registrations for the academic year 2010/11 are being accepted.

The report covered actual expenditures during fiscal year 2008/09 and made some projections of FY 2009/10 spending. (The abbreviation FY may be used after the first mention of fiscal year, but do not drop the *20*. In this illustration it would be equally clear in the second reference to write simply 2009/10, without the FY or the term it stands for.)

2.20e. Decades

Decades are usually expressed with the figure for the initial year followed by an *s* but not an apostrophe.

All those submarines were constructed in the 1960s (*not* 60s, '60s, or sixties).

Our estimates were intended to cover the early and middle 1990s. Your figures dealt with the middle and late 1980s.

2.20f. Centuries

In certain special contexts, a century may be referred to in a manner similar to that used for decades (the 1800s, the eighteen hundreds), but, in most intelligence writing, ordinal numbers (in the 19th century, 20th-century progress) would be more appropriate.

[17]In an expression such as "during the period 1951-77," inclusion of the words "the period" is suggested. If the subject requires repeated reference to such ranges of years, as in economic reporting, the words might be omitted after the first such use. (He composed mainly for motion pictures during the period 1961-64 and twice returned to that medium in 1967-69 and 1974-75. His film music has been compared to that composed at Warners during 1935-50, the heyday of the Viennese-dominated Hollywood school.) In a text prepared for oral presentation write "from 1951 to (or through) 1977."

[18]In US Government practice the fiscal year is stated not in a combining form but with the calendar year representing the larger portion of the fiscal year. US fiscal year 2009 began on 1 October 2008 and ended on 30 September 2009. (Japan's fiscal year 2009, on the other hand, began on 1 April 2009 and ended on 31 March 2010.)

[19]Note the use of an en dash instead of a hyphen in a timespan joining compound elements; a hyphen would be used if the period were shown as July-June.

2.20g. Clock Time

The time of day is written in the 24-hour system, without internal punctuation.

The managers met at 0845 hours.
The satellite was launched at 1800 EDT (2400 GMT).
The midday break is 1300-1430.
also acceptable
The noon meal was the heaviest of the day.
Many high school students rarely get to bed before midnight.

2.20h. Other Time Expressions

Apart from the situations covered in sections 2.20a through 2.20g, references to time follow the basic rules for numbers above and below 10.

The protest lasted for eight days.
The aircraft were airborne in 11 minutes.
The pulses were seven seconds apart.
Figures are given for three fiscal years.
Some countries structure their economic activities according to five-year plans.
He resigned after his sixth year of service.
Payment is acceptable on the 29th day after the due date.
The Communist regime accounts for just six decades in China's history of more than 40 centuries.

2.21. Units of Measure

The Intelligence Community generally uses the International System of Units (metric system) to express size, specifications, or characteristics of things. Among the acceptable nonmetric units of measure are the kiloton, the nautical mile for sea distances, pounds per square inch (psi), and the knot. Other nonmetric units of measure still in use include barrels (and barrels per day) in reporting on the petroleum industry, the US bushel in reporting on grain production and trade, cubic feet in reporting on natural gas reserves or output, and short tons (*not* metric tons) in reporting on nuclear weapons.

2.22. Figures With Units of Measure

Figures are used with any unit of measure (excluding units of time) unless an indefinite quantity is stated, in which case the unit is never abbreviated. As a general rule, do not abbreviate units of measure unless they occur frequently in a report. *They advanced several hundred kilometers* (*never* several hundred km).

1 gallon	4 bushels	8 acres bushels
3 miles	6 meters	8½ by 11 inches
exceptions		
fourfold	six-story building	three-ply
one gross	tenpenny nail	two dozen

NUMBERS

2.23. Other Number Rules

2.23a. Numbers Close Together

When a cardinal number ordinarily given as a figure precedes a numerical unit modifier that normally would use a figure, try to reword the sentence. If this is not possible, spell out one figure, preferably the smaller one.

15 six-meter trees (*or* 15 trees 6 meters tall)
twelve 250-kilogram bombs (*or* 12 bombs, each weighing 250 kilograms)

2.23b. Ratios, Odds, Scores, Returns

Use numbers for each of these numerical situations.

Women were outnumbered 17 to 1.
The doctor-to-patient ratio was 1:17.
He had a 50-50 chance of winning.
The New Orleans Saints won Super Bowl XLIV, 31 to 17.
The first vote gave the Democrats 21 seats, the Socialists 9, and the Communists 5.
The measure was approved by a 90-to-3 vote.

2.23c. Indefinite Expressions Using Figures

Illustrated in the following examples are numerical expressions that may be required in certain contexts (such as a direct quotation) but are not recommended. Alternative wording is usually available.

100-odd (*better:* more than 100) species of insects
reserves of 50-plus (*better:* 50 or more) vehicles

2.23d. Scientific Notation

A scientific and technical paper may require exponential expression of quantities in the multimillions: 10^{17} watts/cm^2.

Factors for Converting to Metric Units of Measure

To Convert From[a]	To (Abbreviation or Symbol)[b]	Multiply by
acres	hectares[c] (ha)	0.4047
acres	square kilometers (sq km, km^2)	0.004047
acres	square meters (sq m, m^2)	4,046.8564
bushels	cubic meters (cu m, m^3)	0.03524
degrees Fahrenheit	degrees Celsius (°C)	5/9 (after subtracting 32)
feet	centimeters (cm)	30.48
feet	meters (m)	0.3048
feet, cubic	cubic meters (cu m, m^3)	0.02832
feet, square	square meters (sq m, m^2)	0.09290
gallons, UK (imperial)	cubic meters (cu m, m^3)	0.004546
gallons, UK (imperial)	liters (L)	4.5461
gallons, US	cubic meters (cu m, m^3)	0.003785
gallons, US	liters (L)	3.7854
inches	centimeters (cm)	2.54
inches	meters (m)	0.0254
inches, cubic	cubic meters (cu m, m^3)	0.00001639
inches, square	square centimeters (sq cm, cm^2)	6.4516
inches, square	square meters (sq m, m^2)	0.0006452
miles, nautical	kilometers (km)	1.852
miles, nautical	meters (m)	1,852
miles, nautical, square	square kilometers (sq km, km^2)	3.4299
miles, statute	meters (m)	1,609.344
miles, statute	kilometers (km)	1.6093
miles, statute, square	hectares (ha)	258.9988
miles, statute, square	square kilometers (sq km, km^2)	2.5900
ounces, avoirdupois	grams (g)	28.3495
ounces, troy	grams (g)	31.1035
pints, liquid	liters (L)	0.4732
pounds, avoirdupois	kilograms (kg)	0.4536
pounds, troy	grams (g)	373.217
pounds per square inch	kilopascals (kPa)	6.8948
quarts, liquid	liters (L)	0.9464
tons, long	metric tons (t)[d]	1.0160
tons, short	metric tons (t)[d]	0.9072
yards	meter (m)	0.9144
yards, cubic	cubic meters (cu m, m^3)	0.7646
yards, square	square meters (sq m, m^2)	0.8361

[a]This table covers only a selection of the most frequently encountered nonmetric units. More comprehensive conversion tables are available elsewhere (in *The World Factbook*, for example).
[b]See footnote 13 and section 2.22 for words of caution about proper use of abbreviations of metric units. The National Bureau of Standards holds that shortened forms used to represent units of measure should be called symbols, rather than abbreviations, because no periods are used.
[c]It is best to avoid the word *acreage* in the metric age, but it has not really been replaced by *hectarage* in the American vernacular. Try *area* instead.
[d]Not *tonnes*. Avoid abbreviation, however, because the *t*, like other one-letter abbreviations, sometimes gets lost in the shuffle. The best approach for metric tons is to establish early in the text of a paper that tons thereafter means *metric tons* and then just use the four-letter word. Occasionally, *MMT* is used to abbreviate *million metric tons* if frequent repetition warrants.

§ 3. ABBREVIATIONS

3.1. General Guidance

Use abbreviations sparingly and only when their meaning is clear. When abbreviations are necessary, use standard forms such as those in the GPO *Style Manual* and *Merriam-Webster's Collegiate Dictionary*, or other forms that have gained acceptance. In CIA usage, periods are usually omitted in all but a few categories of abbreviations, such as academic degrees (B.A., Ph.D.), export/import terms (f.o.b., c.i.f.), and ranks or titles (Gen., Prof., Dr.). (Abbreviations for military ranks are in section 3.7.)

3.2. First Reference

An organization, group, international agreement, unit of measure, weapon system, or the like that is referred to throughout a report is abbreviated after it is spelled out at the first reference, often with its abbreviation following it in parentheses. (In long reports, as a convenience to the reader, repeat the full designation occasionally without respecifying the abbreviation, but continue thereafter to use the abbreviation as before.)

Non-Proliferation Treaty (NPT)
nautical mile (nm)
multiple reentry vehicles (MRVs)
airborne warning and control system (The carriers are AWACS aircraft, never AWACs, as in "one AWAC, two AWACs.")

Omit the parenthetical insertion if the first use of the abbreviation closely follows the spelled-out name or term and the connection between the two is clear. This approach is particularly applicable to long country names that, because of repeated mention, need to be abbreviated after the first reference.

The newer models, with a range of 500 nautical miles, are replacing the 400-nm versions now widely deployed.
The United Arab Emirates is . . . the UAE is . . . a UAE delegation arrived[20]

Sometimes it is appropriate to give an abbreviation first, with the full title or other identification in parentheses, or set off by commas, immediately afterward.

WHO (World Health Organization)
ITAR-TASS, the Russian news agency
Pemex (Petroleos Mexicanos)

[20]Note that some country names, like this one, are plural in construction but take singular verbs. Some country names are compounds, but that form is ignored for both syntactic and adjectival purposes—*Trinidad and Tobago is* (adjective: *Trinidadian*); *Sao Tome and Principe is* (adjective: *Sao Tomean*).

3.3. Well-Known Abbreviations

Some abbreviations are widely recognized and need no explanation. Even these, however, should be spelled out if the context suggests a need to do so or if there is any doubt about clarity.

ABM (antiballistic missile)
ANC (African National Congress)
APEC (Asia Pacific Economic Cooperation)
ASEAN (Association of Southeast Asian Nations)
AU (African Union)
AWACS (airborne warning and control system)
BGN (Board on Geographic Names)
BW (biological warfare)
CIA (Central Intelligence Agency)
CPU (central processing unit)
CW (chemical warfare)
DHS (Department of Homeland Security)
DIA (Defense Intelligence Agency)
DNI (Director of National Intelligence)
DOD (Department of Defense)
DOE (Department of Energy)
DOJ (Department of Justice)
EU (European Union)
FBI (Federal Bureau of Investigation)
FY (fiscal year)
GDP (gross domestic product)
GNP (gross national product)
GPS (global positioning system)
IAEA (International Atomic Energy Agency)
IC (US Intelligence Community)
ICBM (intercontinental ballistic missile)
IMF (International Monetary Fund)
IRBM (intermediate-range ballistic missile)
KGB (former Soviet State Security Committee)
LDC (less developed country)
MIRV (multiple independently targetable reentry vehicle)
NAFTA (North American Free Trade Agreement)
NATO (North Atlantic Treaty Organization)
NGA (National Geospatial-Intelligence Agency)
NGO (nongovernmental organization)
NRO (National Reconnaissance Office)
NSA (National Security Agency)
OAS (Organization of American States)
OECD (Organization for Economic Cooperation and Development)
OPEC (Organization of Petroleum Exporting Countries)
PLO (Palestine Liberation Organization)
R&D (research and development)
S&T (science and technology)
SALT (strategic arms limitation talks)
SAM (surface-to-air missile)
SLBM (submarine-launched ballistic missile)
SRBM (short-range ballistic missile)
START (Strategic Arms Reduction Treaty)
UK (United Kingdom)
UN (United Nations)
US (United States)
USSR (Union of Soviet Socialist Republics)
WHO (World Health Organization)
WMD (weapons of mass destruction)
WTO (World Trade Organization)

3.4. Foreign Terms

The name of a foreign institution is spelled out in English, if possible, but the commonly used abbreviation may be used even if it is drawn from the foreign wording.

Struggle of Filipino Democrats (LDP)

3.5. Incomplete or Possessive References

Avoid wording that would put an abbreviation immediately after an incomplete or possessive form of the name abbreviated.

the ban under the Non-Proliferation Treaty (NPT), *not* the Non-Proliferation Treaty's (NPT) ban

the platform of the Liberal Democratic Party (LDP), or the Liberal Democratic Party (LDP) platform, *not* the Liberal Democratic (LDP) platform

3.6. Plural Forms

If the logical place to spell out an abbreviation comes when the term is plural, the abbreviation must also be in the plural form, even though the singular is used thereafter.

multiple independently targetable reentry vehicles (MIRVs)

3.7. Military Ranks

These abbreviations for the most commonly used military ranks are used only when they precede proper names, preferably full names. In general usage, the ranks are spelled out in lowercase.

Adm.	admiral
Army Gen.	army general
Brig.	brigadier
Brig. Gen.	brigadier general
Capt.	captain
CWO	chief warrant officer
Col.	colonel
Cdr.	commander
Cpl.	corporal
Ens.	ensign
1st Lt.	first lieutenant
Flt. Adm.	fleet admiral
Gen.	general
Lt.	lieutenant
Lt. Col.	lieutenant colonel
Lt. Cdr.	lieutenant commander
Lt. Gen.	lieutenant general
Lt. (jg)	lieutenant junior grade
Maj.	major
Maj. Gen.	major general
Mar.	marshal
Pvt.	private
Rear Adm.	rear admiral
Ret.	retired
2nd Lt.	second lieutenant
Sgt.	sergeant
Vice Adm.	vice admiral
WO	warrant officer

3.8. Unusual Forms

3.8a. MIRVs

This acronymic abbreviation is almost always plural as a noun; note the lowercase *s*. The term also has a verb form, which in turn has participial and negative forms.

If the Soviets had decided to MIRV all their ICBMs . . .
Producing an unMIRVed version of the ICBM system . . .
Stop deploying non-MIRVed missiles after a certain date . . .

3.8b. SALT, MBFR, INF[21]

Sometimes an abbreviation not ending in *s* stands for a plural term, as in *SALT* (strategic arms limitation talks). Note that uppercase is not used in spelling out these terms. The abbreviation *SAL* (strategic arms limitation) is also used and, in context, often is clear enough to preclude any need to spell out. The negotiating rounds at Geneva in the 1970s have generally been abbreviated *SALT I* and *SALT II*. Note that it is redundant to write "SALT talks." This is not the case with "MBFR talks," in which the abbreviation (less familiar than SALT and therefore probably requiring explanation) covers only the purpose of the talks—mutual and balanced force reduction. The same logic applies to "INF talks"—negotiations concerning intermediate-range nuclear forces. It is customary not to use an article with these abbreviations. Although the term that SALT stands for is plural, the abbreviation is construed as singular (SALT *was* a high-priority issue in Brezhnev's foreign policy).

3.9. Country Names

3.9a. US, UK

The preferred style is to use the abbreviation for our own country only in the adjective form (a US initiative, *but* favored by the United States). This is not a rigid rule; the abbreviation may be used in graphics or text where space constraints dictate its use. In general, neither the full name *United States of America* nor the abbreviation *USA* is used.

Our style with respect to references to the United Kingdom of Great Britain and Northern Ireland is flexible to the same degree that it is for the United States. *Britain* or *Great Britain* is often used as the shortened form of the country name, but *the United Kingdom* (note the lowercase *t* in *the*) is preferred. *UK* is acceptable as an adjective or, preceded by the definite article, as a noun, except in cases where "sparing use" obliges us to avoid it. *British* is also an acceptable adjective—according to some authorities, it is the preferred one.

3.9b. China

The full name of the People's Republic of China usually is shortened to *China*, although *PRC* may be used. *Chinese* is the preferred adjective and refers only to the mainland. For what we used to call Nationalist China or the Republic of China, use only *Taiwan*, both as a noun and as an adjective. For variation *Taipei* may be used in either noun or adjective form (for example, the officials in Taipei, or the Taipei authorities), but avoid *Taiwanese* as an adjective referring to the island's administration or its officials (and do not use the term *Taiwanese government*). The terms *Communist China* (and *Chinese Communist*) and *Nationalist China* (and *Chinese Nationalist*) or *Republic of China* should be used only in historical contexts. (See *China*, *Taiwan* in chapter 9.)

3.9c. Miscellaneous Rules

Do not abbreviate when a country is mentioned only once or twice, or when it is included in a series in which other country names are spelled out. Most countries have long official names that have been shortened to forms now preferred by the US Board on Geographic Names. Some examples are Australia (Commonwealth of Australia), Mexico (United Mexican States), and South Africa (Republic of South Africa; this full name would be preferred in some contexts to avoid confusion—for instance, a text on the situation in southern Africa as a whole).

[21] All three of these terms refer to past events and should be used only in a historical context.

3.10. Titles of Persons

3.10a. Civil or Military

Most civil or military titles preceding a name are abbreviated if followed by both a given name or initial and a surname. *Senator, Representative, Commodore,* and *Commandant* are never abbreviated. *Doctor* is always abbreviated as a title.

> Prof. Mary Jones, Professor Jones; Gen. J. F. Smith (note space between initials), General Smith
> Representative Henry Brown, Representative Brown
> Dr. Robert Young, Dr. Young

3.10b. Complimentary

Complimentary titles (Mr., Mrs., Ms., M., MM., Messrs., Mlle., Mme.) are also abbreviated at all times but are rarely necessary in intelligence writing. Except in biographic reports, the only title we should use is an official one at the first mention of a person's name. After that, refer to the person by last name or by title, treating males and females alike.

> Foreign Minister Spiknayskaya is expected to take part in the conference only long enough to deliver her government's opening position statement. After her departure the principal negotiator will be Ambassador Faytfirskiy, a protege of the Foreign Minister. He is, in fact, a strong candidate to succeed Spiknayskaya when she retires.

In a biographic report mentioning the spouse or other relatives of a person who is the subject of the report, a complimentary title might be needed to ensure clarity.

> President Amigo's family will accompany her on the visit. Her husband, Luis, is a concert pianist. Mr. Amigo, while politically active, has never run for office.

3.11. Latin Abbreviations

Avoid Latin abbreviations (such as *op. cit., et al.,* and *ibid.*) except in footnotes and bibliographies. For the most part, the abbreviations *e.g.* and *i.e.* can be replaced by *for example* or *for instance* (instead of *e.g.*) and *that is* (instead of *i.e.*)—all three phrases followed by a comma. Likewise, use *namely* or *that is* (followed by a comma) instead of *viz.* Another Latin abbreviation to be avoided is *etc.*, because it is, in general, not appropriate in formal writing. [No doubt, some reader will point out that *etc.* is used many times in this publication. The compiler apologizes for confusing anyone but notes that style guides have a somewhat different set of rules from intelligence reports.] If these abbreviations must be used, they retain the periods and are not italicized. Nor is *versus* italicized, either spelled out (preferred in a title or heading) or abbreviated *(vs.)*.

3.12. Political Subdivisions

As a general rule, do not abbreviate the names of political subdivisions such as provinces, departments, or states (US or foreign). Abbreviation of states of the United States or provinces of Canada is acceptable to distinguish cities of the same names in different jurisdictions if the names are used repeatedly. Most of the time there is no need to use political subdivisions for well-known cities such as Toronto, Montreal, New York, and Washington (the DC is almost never necessary in intelligence contexts). Do distinguish Saint John, New Brunswick, from Saint John's, Newfoundland, if the text does not make clear which one is in question; London, Ontario, from London, England; and Vancouver, Washington, from Vancouver, British Columbia.

It is not necessary to put the name of the country after that of any well-known city (Bern, Islamabad, Canberra, Brasilia), even if it is not the capital (Geneva, Karachi, Sydney, Rio de Janeiro). Use country names with cities not well known.

3.13. Months and Days

Do not abbreviate the names of months or days except to save space in tables or graphics.

3.14. Percent

Do not abbreviate *percent* except to save space in tables or graphics, where the symbol (%) may be used.

3.15. Units of Measure

Do not abbreviate a unit of measure used in a general or approximate (dataless) sense. Do not abbreviate or use symbols for one or just a few isolated units of measure[22] within text even when precise quantities are given. But do abbreviate units of measure used throughout the text of a report.

> This report includes for each city the temperatures (in degrees Celsius) during the trip; the hottest was Washington's (35 °C).
>
> Ranges are given in kilometers.
>
> The opening was several meters wide.
>
> The system has a capacity of 3,000 Btu.

Standard Symbols for Units of Measure:

A	ampere, angstrom	**kn**	knot (speed)
ac	alternating current	**kt**	kiloton
AF	audiofrequency	**kV**	kilovolt
Ah	ampere-hour	**kVA**	kilovoltampere
A/m	ampere per meter	**kW**	kilowatt
AM	amplitude modulation	**kWh**	kilowatthour
avdp	avoirdupois	**L**	liter
b	bit	**lb**	pound
b/d	barrels per day	**LF**	low frequency
Btu	British thermal unit	**L/s**	liters per second
bu	bushel	**M**	million (3M = 3 million)
C	Celsius (degrees)	**m**	meter
c	cycle (radio)	**m^3**	cubic meters
cL	centileter	**μ**	micro (prefix, one-millionth)
cm	centimeter	**μF**	microfarad
c/m'	cycles per minute	**mA**	milliampere
cu	cubic	**mbar**	millibar
cwt	hundredweight	**mb/d**	million barrels per day
da	deka	**Mc**	megacycle

[22]Note that these abbreviations (symbols) do not have plural forms. Be particularly alert to the fact that the lowercase and uppercase forms of the same letter have different meanings in metric abbreviations (*K, Kelvin*; *k, kilo*; *M, mega*; *m, meter*). Be aware also that a capital *L* now is specified as the abbreviation for *liter*.

dag	dekagram
daL	dekaliter
dam	dekameter
dB	decibel
dBu	decibel unit
dBsm	decibels relative to 1 square meter
dc	direct current
dg	decigram
dL	deciliter
dm	decimeter
dwt	deadweight ton
EHF	extremely high frequency
emu	electromagnetic unit
F	Fahrenheit (degree), farad
FM	frequency modulation
ft	foot
G	giga (prefix, 1 billion)
g	gram, acceleration of gravity
gal/min	gallons per minute
gal/s	gallons per second
GHz	gigahertz (gigacycles per second)
h	hour
ha	hectare
HF	high frequency
hg	hectogram
hL	hectoliter
hm	hectometer
hp	horsepower
hph	horsepower-hour
Hz	hertz (cycles per second)
in	inch
J	joule
J/K	joule per kelvin
K	kelvin (degree not used)
k	kilo, thousand (7k = 7,000)
KB	kilobyte
kc	kilocycle
kg	kilogram
kHz	kilohertz (kilocycles per second)
kL	kiloliter
km	kilometer
km^2	square kilometers
km/h	kilometer per hour
mc	millicycle
mg	milligram
MHz	megahertz
mHz	millihertz
min	minute
MJ	megajoule
mL	milliliter
mm	millimeter
MMt	million metric tons
mph	miles per hour
Mt	megaton
mV	millivolt
MW	megawatt
mW	milliwatt
n	nano (prefix, one-billionth)
nA	nanoampere
nm	nautical mile
ns	nanosecond
oz	ounce (avoirdupois)
p	pico (prefix, one-trillionth)
pA	picoampere
pH	hydrogen-ion concentration
ps	picoseconds
psi	pounds per square inch
pt	pint
pW	picowatt
qt	quart
quad	quadrillion
rad	radian
rms	root mean square
rpm	revolutions per minute
rps	revolutions per second
s	second
T	tera (prefix, 1 trillion)
ton	US ton (not abbreviated)
UHF	ultrahigh frequency
V	volt
VA	voltampere
VHF	very high frequency
V/m	volt per meter
W	watt
Wh	watthour

3.16. Ambiguous Abbreviations

Do not use without explanation (if possible, avoid altogether) an abbreviation that can be construed in different ways. *NA*, for example, has been used in tables to mean *not available* as well as *not applicable*. Current practice is to use *NA* only to mean not available. The absence of an entry is assumed to mean not applicable.

Another ambiguous abbreviation is *MT*, which for some writers stands for *metric tons* (the proper abbreviation for which is *t*), but which others have used to mean *megatons* (correctly abbreviated *Mt*).

Still another source of confusion is the improper *kts* for *knots* (which, if abbreviated at all, should be shortened to *kn*). The *kts* is easily mistaken for *kilotons* (correctly abbreviated *kt*).

Finally, the abbreviation C^3, C_3, $C3$, or any of its confusing forms is discouraged—it is supposed to mean *command, control, and communications* but, in careless use, often does not. The preferred form requires a larger-than-normal superior number—C^3—to distinguish it from the smaller variety used for, say, footnote references.

§ 4. ITALICS

4.1. Prominence or Emphasis

The primary purpose of italic type is to give prominence or emphasis to particular words and phrases; italics should be used sparingly so as not to defeat this purpose.

> All members of the working group except the representative of the Central Intelligence Agency believed that the Ruritanians would choose a *phased* development over the next five years. *CIA held to its position that they would try to complete the project by the end of 2012.*

4.2. Titles

Use italic type for titles of books, periodicals, or works of art (including the performing arts—plays, compositions, broadcasts, films, etc.).

> Philip Caputo's *A Rumor of War*
> Michael Jackson's *Thriller*
> concert opening with *An American in Paris*
> the television medical drama *House*
> a subscription to *The New Yorker*
> a showing of da Vinci's *Mona Lisa*
> appearing on *American Idol*
> *Slumdog Millionaire* won the Best Picture Oscar in 2009.

Use quotation marks for titles of articles or other parts within longer works (see section 5.15a2).

> "The Style Invitational" in *The Washington Post*

4.3. Foreign Words

The need for italicizing or translating foreign words in intelligence reports depends on whether the word or phrase has been naturalized into English, has not been anglicized but is reasonably familiar to American readers, is the title of a publication or work of art, is the name of an organization, or is otherwise governed by some special consideration.

4.3a. Familiar or Anglicized Foreign Words

Do not italicize foreign words and phrases that have been naturalized into English. Italicize but do not translate foreign words and expressions that have not been anglicized but are familiar to American readers or are easily understood by virtue of their similarity to English (an English equivalent is preferred unless the foreign expression has a special meaning).[23]

> He served as aide-de-camp to the general.
> His experience as chef de cabinet was a factor in his nomination.
> The speaker was shouted down by crowds chanting, *"Democracia, democracia!"*

[23]See section 6.13 for guidance on the use of diacritical marks in foreign words and phrases.

4.3b. Other Foreign Words

When a non-English word not covered by section 4.3a is used in ordinary text, italicize it and follow it with a translation in parentheses. This need not be a literal translation if a freer interpretation or explanation, even an extensive one, would be more helpful to the reader. The translation is not italicized unless it constitutes a title of a publication or work of art.

> The achievement of *enosis* (union)[24] with Greece is the all-consuming goal of one segment of the Cypriot population.
>
> Brandt's *Ostpolitik* (his policy of seeking harmony with the communist world)[24] was a hallmark of his chancellorship.
>
> Austria's memories of the *Anschluss* (annexation by Nazi Germany) in 1938 remain a factor in contemporary politics.
>
> He earned the coveted *agregation* (secondary-level teaching credential) the following year.
>
> Marcel Proust's *A la recherche du temps perdu (In Search of Lost Time)* is required reading for Dr. Reboussin's course in French literature.

4.3c. Titles of Publications

As stated in section 4.2, any book or periodical title is italicized. A title in a foreign language may or may not be translated, depending on the title and the context. If a translation is given, it should be in parentheses and in italics (see the final example in section 4.3b above and note that the capitalization style of the original title follows that of the French-language press, whereas the translation follows English-language style).

No translation is needed for such familiar titles as *Pravda, Trud, Der Spiegel, Le Monde, Izvestiya, L'Osservatore Romano, Paris Match*, and *Kommunist*. Some titles—*People's Daily*, for example—have conventionally been cited only in translated form. For this title sometimes and for other titles almost always, an explanation is more relevant and useful than a translation.

> *People's Daily*, official organ of the Chinese Communist Party

Other titles can go either way. For example, *Krasnaya zvezda (Red Star)* [note that *zvezda* is not capitalized], the newspaper of the Russian armed forces, is sometimes cited in Russian followed by a translation, but just as often the title is given only in translated form. Either way is acceptable as long as that way is used consistently in the issuance in which the publication is cited.

4.3d. Names of Organizations

Whenever possible, use the English translation, rather than the original language, in referring to the name of a foreign organization, government body, political party, educational institution, corporation, or the like. Often, however, there are compelling reasons—including convention, wide recognition, and untranslatability—for giving such a name in the original language. In such cases, do not italicize the name. If a translation is possible, relevant, or unobvious, supply one in parentheses following the foreign-language name. If appropriate, give instead or in addition an explanation of the name or description of the organization.

> the joint Bulgarian-Hungarian building enterprise, Intransmech
>
> the Cuban news agency, Prensa Latina
>
> the Portuguese labor organization Intersyndical
>
> the Buddhist organization Soka Gakkai and its political arm, Komeito
>
> chairwoman of Yayasan Haropan Kita (Our Hope Foundation)

[24]A translation of *enosis* or explanation of *Ostpolitik* would not be necessary in every instance.

the Wissenschaftsrat (Science Council)
debated in the Bundestag (or the Bundesrat)
the defunct an-Nahda (Renaissance) Party
the Parti Quebecois
graduate of the Sorbonne
veteran of the Surete
visited the al-Aqsa Mosque in Jerusalem
vote of confidence in the Knesset (parliament)

4.4. Names of Craft

Do not italicize (or enclose in quotation marks) names of ships,[25] aircraft, or spacecraft.

seizure of the Pueblo
launched Soyuz-3
a Yankee-class submarine
the Concorde's noise level

4.5. Cited Letters, Words, and Phrases

This style guide provides numerous illustrations of another use of italic type: the citing of a letter, word, or phrase.

words ending in s
nonabbreviation of *percent*

[25]Do not use feminine pronouns to refer to ships or other craft.

§ 5. PUNCTUATION

5.1. General Principles

Most readers of this style guide already know that punctuation is based on meaning, grammar, syntax, and custom and is used to make writing clear. Even so, there are likely to be selected instances when a writer needs guidance. Such guidance is provided in this chapter. The trend should always be toward reducing the amount of punctuation, but be careful to use phrasing that avoids ambiguity and ensures exact interpretation. The sole aim of the choice and placing of punctuation marks should be to bring out the author's thought more clearly. Omit punctuation marks if they do not aid in reading and prevent misreading.

If you would like more information than is given below, consult the GPO *Style Manual*, the *Gregg Reference Manual*, or *Merriam-Webster's Collegiate Dictionary* for explanation and illustration of punctuation rules that are applicable to intelligence reports..

5.2. Apostrophe

The primary functions of the apostrophe are to show possessive case and, in some cases, to create plural forms. (It is also used to indicate contractions in words such as *can't* and *it's*, but these are not appropriate in written English.)

5.2a. Possessives

The possessive case of most nouns and indefinite pronouns is indicated by some combination of the apostrophe and the letter *s*.

5.2a1. Words That End in an s Sound

If the singular of a word (or acronym or abbreviation) ends in an *s* sound, add an apostrophe and an *s* unless the added sibilant is not present in the word's normal pronunciation; in such cases, add only the apostrophe.

the corps' units	Paris's history[26]
Dickens's novels	PBS's programs
Juarez's troops	the Philippines' outer islands
Nantes' port	the United Arab Emirates' oil
the Netherlands' canals	

[26]To avoid a triple sibilant, exceptions are sometimes made for significant names that already end in a double sibilant; for example, convention favors *Jesus'* and *Moses'*. Another exception is *Achilles' heel*.

If the plural of a word ends in *s*, add only the apostrophe.

the boys' team	the two leaders' rift
The Joneses' address	the Russians' policy[27]

5.2a2. Words That Do Not End in an s *Sound*

If a word (either singular or plural) does not end in an *s* sound, add an apostrophe and an *s*.

the child's shoes	the children's shoes
each other's home	the officer's report
that Thai's[28] passport	those Thai's[28] passports
the woman's book	the women's books

5.2a3. Compounds

In compounds, make only the last word possessive.[29]

commander in chief's decision	secretary general's speech
someone else's hat	Shah of Iran's overthrow

5.2a4. Combinations Indicating Joint Possession

In a combination of two or more nouns for which joint possession is to be indicated, make only the last noun possessive; if individual possession, make both or all nouns possessive.

President Obama and Chancellor Merkel's meeting to discuss Afghanistan and international climate change occurred on 3 November 2009.
Rodgers and Hammerstein's only collaboration specifically for a film was on *State Fair*.
Clint Eastwood's, Hilary Swank's, and Morgan Freeman's Oscars were all for *Million Dollar Baby*.

5.2a5. Geographic, Firm, or Organization Names or Publication Titles

In geographic names, firm names, the names of organizations and institutions, and the titles of publications, follow the generally accepted form.

Consumers Digest	Johns Hopkins University	People's Republic
Court of St. James's	Lloyds (bank)	*Reader's Digest*
Harpers Ferry	Lloyd's (insurance)	Reuters (news agency)

5.2a6. Organized Bodies That End in s

Do not use an apostrophe after names of states or countries and other organized bodies ending in *s*, or after words more descriptive than possessive, except when the plural does not end in *s*.

Kansas law	Weight Watchers meeting	National Organization of
League of Nations mandate	officers club	Women's headquarters
master's degree	teachers college	writers guide

[27]Use of the possessive in a phrase like this is an easy fix for one of the most frequent writing errors, the antecedentless pronoun, as in "the *Russian* policy toward *their* minorities." Change the adjective *Russian* to the possessive noun *Russians'* to give *their* an antecedent. The reference word (usually an antecedent) for a pronoun must be a noun or another pronoun, never an adjective, like *Russian* in the sample phrase. An early CIA style guide writer called the antecedentless pronoun a *moose track*, as in "*There were moose tracks in the snow but none of them could be seen*"—the pronoun *them* does not have a proper antecedent in the noun-turned-adjective *moose*.
[28]Note that *Thai* is both singular and plural.
[29]If the compound is plural (see section 6.5b), use the *of* possessive (section 5.2b) unless the plural is formed in the final word of the compound: decisions of the attorneys general, *but* the general counsels' decisions.

5.2a7. *Personal Pronouns*

Do not use the apostrophe with the possessive form of personal pronouns.

his	ours	yours
hers	theirs	its (Do not confuse with the contraction *it's* [it is].)

5.2b. *Possessives With Persons or Inanimate Bodies*

As a general rule, the possessive form made up of an apostrophe and an *s* (the Minister's) is used for nouns denoting persons, and the form combining the preposition *of* and a noun object is applied to organizations or inanimate things (a decision of the Ministry). However, the *s* possessive is commonly used for the inanimate in expressions that indicate time (moment's notice, year's labor, two hours' work, a day's pay) and in other familiar phrases (heaven's sake, heart's content, for pity's sake, for old times' sake).

Which possessive form to use often depends on sound or rhythm: the *s* possessive is more terse than the longer, more sonorous *of* phrase (morning's beauty, beauty of the morning). In some *of* phrases, idiom calls for a sort of possessive redundancy—always for a pronoun (friend of his), usually but not necessarily for a proper noun (friend of John's; friend of John Jones), and optionally for a common noun (friend of the author, friend of the author's).

5.2c. *Noun or Pronoun Preceding a Gerund*

The possessive case is used for a noun or pronoun preceding a gerund if this syntax is unavoidable (try to rephrase).

> London announced it had no objection to Rome's taking part. (*Better:* London announced it would not object if Rome took part.)
>
> Economy was one reason for George's buying a small car. (*Better:* Economy was one reason George bought a small car.)

5.2d. *Plurals*

The apostrophe is inserted before a lowercase *s* to form the plurals of single letters and digits and of abbreviations ending with a period. (*Note:* an abbreviation of a unit of measure has neither a period nor a plural form [1 km, 2 km].) It is not inserted before the *s* in the plurals of groups of letters or hyphenated letter-number combinations unless needed to enhance comprehension—for example, if the combination ends with a lowercase letter (SS-N-3a's). It is omitted in the plurals of groups of digits designating decades or centuries.

Boeing 747s	dotted i's
Pershing Ia's (*but* Pershing IIs)	11s and 13s
H-Is and H-IIs (*but* type I's)	Kresta-IIs (*but* Flogger B's)
MiGs	RVs
Ph.D.'s, B.A.'s, M.A.'s[30]	7's and 8's (*but* SS-7s and SS-8s)
the 1980s	SS-N-4s (*but* Mod 2's; all Mods of the SS-11)

[30] Academic degrees are in lowercase when spelled out: doctor of philosophy, doctorate, master of arts, bachelor's degree.

To form the plurals of spelled-out numbers, of most words referred to as words, and of words already containing an apostrophe, add just *s* or *es*. But, add *'s* to indicate the plural of words referred to as words if the omission of an apostrophe would cause difficulty in reading.

> One of Theodore M. Bernstein's best style books is *Dos, Don'ts & Maybes of English Usage*, but it fails to point out that most incorrect *due to*'s can be remedied by changing them to *because of*'s. (Note that the 's is not italicized when attached to form the plural forms of the italicized *due to* and *because of* in this example.)

5.3. Brackets

5.3a. Inside Parentheses

Brackets are used to enclose a parenthetical word or expression within a set of parentheses.

> He was well educated (by tutors in Portland [Maine]).

5.3b. Editorial Remarks

Brackets are used to set off such remarks within quoted material.

> The Minister said, "The election [of 3 March] will be reexamined."

5.4. Bullets (Ticks)

Bullets—usually solid circular symbols—are used to introduce a list of two or more items set off within a column of text. They may be used instead of or in combination with *em dashes* (sometimes called *ticks*), as in a series of indented, itemized blocks of text in which some blocks are subsets of more important ones. Never use a single bullet or tick simply for emphasis; rather, use boldface or italic type.

Capitalize the first letter of all material introduced by a bullet or an em dash and end each phrase with a period (or a question mark, if appropriate). Introduce the material with a colon at the end of the introductory sentence or phrase.

The following are examples of bullets used with em dashes:

- This would be a primary bullet phrase (or clause).
- This would be another primary bullet phrase.
  —This would be a secondary phrase subordinate to the bullet phrase above.
  —This would be another secondary phrase.
- This would be the next primary phrase.
  —Phrases pertinent to this phrase would be listed under it like this.
  —And this.
- This would be the last primary bullet phrase.

5.5. Colon

5.5a. Summaries or Expansions

Use a colon before a final clause or phrase that summarizes or expands preceding matter. A single space is used after a colon.

Food, clothing, fuel, and building materials: these are the critical items.
The delegation visited four European cities: London, Paris, Dublin, and Rome.
Jones served in three Ministries: Economy; Communications, Power, and Industry; and Agriculture.

5.5b. Separation of Clauses

A colon is used to separate two main clauses if the second amplifies or explains the first. Otherwise, use a semicolon (see section 5.16b).

Railroading is not a variety of outdoor sport: it is a service.
He is well qualified to serve as Foreign Minister: he has held posts in the Ministry since 1995 and has served abroad many times.

5.5c. Titles and Subtitles

Use a colon to separate subtitles from titles.

The Tragic Dynasty: A History of the Romanovs
Editorial Consistency: An Agency Goal

5.5d. Ratios

Figures (not spelled-out words) are always used for ratios, but use hyphens if the ratio is used adjectively.

20:1, *but* a 20-to-1 chance

5.5e. Indented Material

Use a colon to introduce lengthy material set off from the rest of the text by indentation. If the material is a quotation, do not use quotation marks.

5.6. Comma

The comma is the punctuation mark that is both most often used and most often misused. There is a general tendency to use too many commas, but the sin of omission is almost as common as the sin of commission.[31]

5.6a. For Comprehension

Use a comma to separate two words or figures that might otherwise be misunderstood.

Of the total, production was the greatest single item.
To his younger brother, Murray was a paragon whose every action was to be imitated.
Instead of thousands, hundreds were built.
In 2009, 523 units were completed. (*but* In 2009 about 500 units . . .)

[31]One "sin of commission" is the so-called comma splice, in which a comma is used instead of a semicolon or period to denote cessation rather than pause, as in "Rain is forecast, however, we intend to hold the event anyway." The first comma should be a semicolon (or a period, followed by a new sentence), or the two elements of the compound sentence can be "spliced" properly with *but:* "Rain is forecast, but we intend to hold the event anyway."

5.6b. Separation of Coordinate Modifiers

Use a comma to separate from each other the parts of a series of coordinate modifying words (the words are coordinate if you can substitute *and* for the comma).

short, swift streams   long, slender, brittle stems

Do not use a comma if the modifying words are cumulative (cannot be separated by *and*), rather than coordinate—that is, if one modifies another or a unit of which another is a part.

illegal drug traffic   short tributary streams

If the modifying words are neither coordinate nor cumulative, they probably constitute a unit modifier (see section 7.3).

5.6c. With Nonrestrictive Words

Use a comma to set off nonrestrictive (nonessential) words, phrases, or clauses.

The chairman, George Smith, spoke last.
The work was, in fact, completed.
The manager, who was dismissed in 2008, was reappointed in 2009.
His brother, Joseph, was appointed. (He had only one brother.)
Mitchell's novel, *Gone With the Wind*, was a bestseller. (She wrote only one novel.)
Actual production, however, was lower.

Whether the element is nonrestrictive is determined by the intent of the sentence. Note that in the following sentences each of the elements that are nonrestrictive in the sentences above is necessary to the meaning of the sentence in which it appears, is therefore restrictive, and is not set off by commas. Compare these examples with the ones above.

Cochairman Smith spoke last (not Cochairman Jones).
The idea must work in fact as well as in theory.
The manager who was dismissed in 2008 was rehired in 2009. (The *who* clause identifies the particular manager being discussed.)
His brother Joseph was appointed. (He had more than one brother.)
James Michener's novel *Tales of the South Pacific* won the Pulitzer Prize for fiction. (He wrote many other novels, but none of them won Pulitzers.)
However hard they tried, production stayed low for several years.

5.6d. With Contrasting Statements

Use a comma to set off contrasting statements in a sentence.

Obama, not Bush, made the decision.

5.6e. Serial Comma

Use a comma after each element except the last in a series of three or more words, phrases, clauses, letters, or figures used with *and* or *or* (as long as none of the elements in the series is a phrase or clause with internal commas). Opinion is divided about whether to use the serial comma, as the comma after the next to last element in a series is called: many publications, especially newspapers, generally omit it so as to save space but sometimes insert it to avoid ambiguity. The question does not arise if the serial comma is always used. Most authorities on English usage recommend that policy, and it is the rule for CIA publications.

Copper, lead, zinc, and tin were mined.

The contestants may dance, play an instrument, or sing.

The data were collected, estimates were made, and conclusions were drawn.

Complete forms A, B, and C by writing 1, 2, or 3.

If one or more of the elements in the series is a phrase or clause with internal commas, use semicolons instead of commas between the elements, rearranging the sentence if necessary to put the series at the end. No matter how short the elements, use the serial semicolon before the *and* or *or*.

The chief exports were brass, which is an alloy; platinum, which is a precious metal; and tin. (*never* Brass, which is an alloy; platinum, which is a precious metal; and tin were the chief exports.) (See also section 5.16a.)

5.6f. Compound Sentences

Use a comma before the coordinating conjunction in a compound sentence (a sentence that contains at least two independent clauses).

He served in the Army until 1996, and then he went to work for the telephone company.

The country imports copper, iron, and lead, but domestic tin is available.

In a simple sentence with a compound predicate do not use a comma before the coordinating conjunction unless it is needed for clarity.

He served in the Army until 1996 and then went to work in a bank.

He went to Russia to study but decided not to stay.

but

He goes to sleep the minute he hits the mattress, and springs out of bed in the morning always eager to begin a new day.

5.6g. Numbers in the Thousands and Higher

Use a comma to separate digits of most numbers in the thousands and unrounded millions.

1,000	250,000
3,399.243046	5,752,194 (if rounded, 5.75 million, 5.8 million, or 6 million)
6,201	

5.6h. Introductory Phrases

Use a comma to separate from a main clause an introductory clause or phrase that is long or that might cause confusion without a comma.

Because the corporation derived much of its 2008 income from suburban outlets, it established several new ones in 2009. (*but* After his defeat he retired from public life.)

Use a comma to set off a beginning participial phrase modifying the subject or an absolute phrase before the subject; and, if it contributes to easier reading, an opening adverbial phrase stating a year.

To begin with, Smith worked as an engineer.

In 1986 the tragedy at Chernobyl occurred.

In 1987, Gorbachev formulated his policies of glasnost and perestroika.

Note that, whereas no comma is needed after 1986 in the second example, in the next one, when the year is followed by an *uppercased* word, insertion of a comma aids quick comprehension; such a comma is nevertheless optional.

5.6i. Title of Person and Name of Organization

In the absence of the words *of* or *of the*, use a comma to separate a person's title and the name of an organization.

director, Coal Division, Ministry of Mines

5.6j. Omission of a Word or Words

Use a comma to indicate omission of a word or words, unless the construction is clear enough without commas.

In spring and fall there is hiking in the area; in summer, sailing; in winter, skiing. (*but* The data were collected, estimates made, and conclusions drawn.)

5.6k. Before Direct Quotations

Use a comma to separate an introductory phrase from a short direct quotation (for long quotations, use a colon instead).

He said, "Now or never."

5.6l. With Geographic, Personal, or Corporate Names

Use a comma to set off a province, state, or country name from a city name; *Jr.* (but not, say, *III* or *IV*) following a personal name; and sometimes (follow the subject's preference) *Inc.*, *Ltd.*, or *S.A.* after a corporate name. If the setting off occurs in midsentence, a comma must be used after as well as before.[32]

He lives in Vancouver, Washington, but visited Vancouver, British Columbia, for the Winter Olympics in 2010.

John Jones, Jr., heads Dictionaries, Inc., and his son John Jones III runs the Georgetown branch (not his only son, or the name would be set off by commas—see 5.6c).

5.7. Dash (or Em Dash)

The dash (or *em dash*, not to be confused with the *en dash*—see section 5.9) should be used only when it is needed, and not when such punctuation as a comma, a colon, or parentheses would suffice. Excessive use presents a visual barrier to the reader and interrupts the flow of thought. The dash should never be used immediately after a comma, a semicolon, or, except as described in section 5.4, a colon.

5.7a. Parenthetical Matter

The dash is sometimes used to set off parenthetical matter, although a pair of dashes can often be replaced by parentheses and should be if there would otherwise be two pairs of dashes within a sentence. If the dash is used to set off material *at the end of a sentence*, only one dash, at the beginning, is needed. If the material is set off *within the sentence*, only another dash (not a comma or a semicolon) can be used to end the setoff phrase or clause.

He was a key figure in the successes—as well as the problems, both domestic and international—of Japan's trade policies.

He has three sons—Thomas, 29; Richard, 19; and Henry, 16.

[32] Failure to do this results in what usage and style authority Roy Copperud dubs a "one-legged comma." Such an omission can also occur before a setoff clause or phrase.

He goes home twice a year—at Christmastime and on his birthday—and he never stays for more than two days. (In this example, the necessary second dash supersedes the comma that would ordinarily divide the two clauses of this compound sentence.)

The report for 2009 (the calendar, not the fiscal, year) led to an angry exchange—unusual for January—in the legislature.

5.7b. Before a Final Summarizing Clause

The dash is often used interchangeably with the colon to introduce a final summarizing clause.

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

5.7c. In Place of a Bullet

The dash is sometimes used instead of a bullet to mark the beginning of each part of a block of material (other than quotations) set off by indentation from the rest of the text. If used in this way, it may be called a *tick*. (See section 5.4.)

5.8. Ellipsis

An ellipsis (the omission of words within quoted material) is represented by three spaced periods. When in the middle of a quotation an ellipsis occurs at the end of a sentence, a fourth period (or other punctuation, if appropriate) precedes the spaced periods. When only part of a sentence is quoted, periods to show omission are required only within the quotation, not at the beginning or the end.

The President began his address with the observation that in 1776 "our fathers brought forth a new nation, conceived in liberty and . . . dedicated to the proposition" of equality for everyone.

In his words, "we [cannot] consecrate . . . this ground. The brave men . . . who struggled here . . . have consecrated it. . . . The world . . . can never forget what they did here."

5.9. En Dash

The en dash (not to be confused with the *dash*, or *em dash*) is, in effect, a superhyphen, used to "hyphenate" a compound modifier that includes one or more compound elements. It is effective with capitalized compounds but is less so with lowercase compounds, for which use of multiple hyphens is better, even though the lowercase compound is one not normally hyphenated. (The en dash can usually be avoided by rewording.)

Winston-Salem–Pointe Claire telephone call (*or* call between Winston-Salem and Pointe Claire)

Saudi Arabia–United Arab Emirates border (*or* border between Saudi Arabia and the United Arab Emirates)

Health Department–sponsored program (*or* program sponsored by the Health Department)

post–World War II policies (*or* policies after World War II)

SS-19–type silos (*or* silos of the SS-19 type)

but

Echo-II-class submarine (Use two hyphens, *not* a hyphen and an en dash, because this is a special category. See section 7.6e.)

defense-industry-based engineers (*not* defense industry–based engineers, which is confusing)

also

a vice-president-elect, *but* the Vice President–elect

a prime-minister-designate, *but* the Prime Minister–designate

5.10. Exclamation Point

Because intelligence reports are expected to be dispassionate, this punctuation mark should rarely, if ever, be used.

5.11. Hyphen

Use of the hyphen is well illustrated in the chapters on numbers, spelling, and compound words.

5.12. Parentheses

Parentheses are used as shown in 5.12a through 5.12d. (See also section 5.3 on the use of brackets in functions similar to but distinct from those served by parentheses.)

5.12a. With Comments

Use parentheses to set off a word, phrase, clause, or sentence that is inserted by way of comment or explanation within or after a sentence but that is structurally independent of it.

> This style guide (unclassified) will be widely disseminated.
>
> He graduated from Stony Brook University (part of the State University of New York system).
>
> Three old destroyers will be scrapped. (All three have been out of commission for some time.)

Note that the placement of the period above depends on whether the parenthetical insertion is part of the sentence that occasioned it or is an independent, complete sentence (see the last two examples above). In the following example, note that the comma follows the parentheses enclosing an insertion made in the middle of a series separated by commas.

> He visited Portland (Maine), Philadelphia, and Baltimore.

5.12b. With Cross-References

Use parentheses to enclose cross-references.

> Japan's exports have risen steadily for the past 10 years (see figure 3).
>
> . . . *or* (annex A).
>
> . . . *or* (see the table).
>
> . . . *or* (See figure 3.) *as a separate sentence.*

5.12c. With Numbers or Letters in a Series

Use parentheses to enclose numbers or letters that set off parts of a series.

> We must set forth (1) our long-term goals, (2) our immediate objectives, and (3) the means at our disposal. (Be sure to use a set of parentheses with each number, not just a single one after it.)

5.12d. With Foreign Words

Use parentheses to enclose translations or explanations—if necessary—of foreign words or to enclose the original language following the English version (see section 4.3).

> He referred to the document as an estimate (*otsenka*).
>
> Sagan's best known novel is *Aimez-vous Brahms?* (*Do You Like Brahms?*). [Italicize the translation because it is still a title.]

Pointing to the skyline as we neared the capital, he trumpeted the nation's new *grandeza*—even as we passed one of the *favelas* (shantytowns) outside the city.

5.13. Period

The use of the period is so elementary that it hardly needs to be discussed in this guide except to point out that it is not generally used in CIA for abbreviations and that a single space is used between sentences. The placement of the period in its principal function, to terminate a nonexclamatory or noninterrogative sentence, is discussed and illustrated in other parts of this chapter on punctuation—under "Parentheses" and "Quotation Marks," for example. (See section 5.8, which discusses one of the period's sidelines.)

5.14. Question Mark

As with the period, a discussion of the function of the question mark borders on stating the obvious. Note, however, that, apart from its principal function of terminating interrogative sentences, the question mark is used:

5.14a. To Show Uncertainty

A question mark may be used to show uncertainty (or ignorance), as when it is placed next to (or instead of) a figure in a tabulation. Similar application can be made within the text, but this should be kept to a minimum.

> The paper was a hodgepodge, trying to deal with poets as diverse as Omar Khayyam (?-1132?) and Geoffrey Chaucer (1340?-1400).

5.14b. In a Title

A question mark may be used as part of an appropriate title.

> Moscow and the Eurocommunists: Where Next?
> A Credible Nuclear Deterrent?

5.15. Quotation Marks

Quotation marks may be double or single and must always be used in a pair. Single quotation marks never appear in American usage unless double marks are present.

5.15a. Double Quotation Marks

5.15a1. Direct Quotations

Use a set of double quotation marks around a short direct quotation. (If the quotation is long—say, half a dozen lines or more—set it off by indentation within the text column and omit the quotation marks.)

> "The President," he said, "will veto the bill."
> Who asked, "Why?"
> Why label it a "gentlemen's agreement"?
> The citation read: "For meritorious service beyond the call of duty."

5.15a2. Titles That Do Not Merit Italicization

Use quotation marks to set off titles of poems, songs, short stories, and other parts of a longer work (see section 4.2).

> Many people consider "Billie Jean" to be the most influential song in Michael Jackson's album *Thriller.*
>
> Who wrote the article "Thermonuclear Processes" in that issue of *Survey*?
>
> Have you read Robert Frost's poem "Fire and Ice"?
>
> "Punctuation" is one of the chapters in the GPO *Style Manual.*

5.15a3. Selected Words or Phrases

Use quotation marks to set off words or phrases—but usually not letters, for which italic type is better—used or cited in a special sense. (For this function, quotation marks are sometimes used interchangeably with italic type.)

> Do not capitalize the s in *socialist* in the phrase "most British socialists join the Labor Party."
>
> The North Korean press put the blame on "US imperialism."
>
> If this is a "working" vacation, why are you lying there doing nothing?
>
> Do not italicize, or use quotation marks for, the *T* in "the inverted-T-shaped building.".

Be careful not to overuse or misuse quotation marks. Use them to enclose words used in a special sense (such as communist jargon), but do not use them to apologize for acceptable English words or in an attempt to redeem slang. Never allow the reader to wonder why they were used. For example, the wording "the Russians took a 'pragmatic' approach" is obscure; it probably means "the Russians took what they called a pragmatic approach," but the reader may assume that the quotation marks around pragmatic connote some "special" meaning and may waste time looking for an explanation.

5.15b. Single Quotation Marks

A pair of single quotation marks is used to enclose a quotation within a quotation. But, if a quotation is set off by indentation, rather than by quotation marks, a quotation within it would use double, not single, quotation marks.

> He said, "I used the term 'gentlemen's agreement.'"
>
> He asked, "Why label it a 'gentlemen's agreement'?"
>
> "Remember," she said, "what Grandfather used to advise: 'When other people run, you walk.'"
>
> "Do you remember," she asked, "that Grandfather used to advise: 'When other people run, you walk'?"

5.15c. Punctuation With Quotation Marks

Also illustrated in the examples already given are the positions of various punctuation marks with relation to quotation marks:[33]

- Commas and periods always go inside quotation marks (single or double).
- Semicolons and colons always go outside the final quotation mark.
- Other punctuation marks are placed inside quotation marks at the end of a sentence only if they are part of the matter quoted.

[33]An asterisk or a superior reference number or letter normally follows all punctuation marks except a dash but falls inside a closing parenthesis or bracket if it applies only to the matter within the parentheses or brackets.

5.15d. Terms Precluding Need for Quotation Marks

Quotation marks are usually not necessary to enclose expressions following terms such as *known as*, *called*, or *so-called*.

> Aluminum is known as aluminium in Canada.
> Your so-called investigating body has not done much investigating.
> If this is called profit and loss, when do we start profiting?

They may be used even here, however, to give special emphasis to the quoted or verbatim nature of the expression given, especially if sarcasm or bad grammar is involved:

> He criticized what he called the "looks funny" school of editing.
> They are following the so-called "where it's at" lifestyle.

Other such terms—*entitled*, *named*, *endorsed*, and *signed* or their equivalent—clearly call for either italicizing or enclosing in quotation marks the word or words that follow them.

> The card was signed "You know who."
> His housemates named him "chief cook and bottle washer."
> The word *radar* is an acronym derived from the term "radio detecting and ranging."

5.16. Semicolon

The semicolon can be regarded to some extent as a supercomma because it supersedes the comma in cases where a comma is not clear enough for the function intended.

5.16a. Series

Use a semicolon to separate the elements in a series that falls at the end of a sentence and cannot be separated by commas without risk of making the sentence difficult to understand. If such a series is in midsentence, reword the sentence to put the series at the end. (See section 5.6e.)

> The major inputs are iron ore, which comes from Poland; nitric acid, which is imported from the Czech Republic; and nickel, which is furnished in adequate quantities by domestic producers.
> The principal legatees were a niece, Jane Wilson; a longtime friend, Samuel Jones; and the city library.

5.16b. Compound Sentence

Use a semicolon to separate the clauses of a compound sentence when a coordinating conjunction is not used.

> He received a degree from the University of Vermont in 1976; later he attended Dartmouth College.
> A fool babbles continuously; a wise man holds his tongue.

5.16c. With Conjunctive Adverbs

Use a semicolon before an independent second clause introduced by a conjunctive adverb (accordingly, also, consequently, furthermore, hence, however, indeed, moreover, nevertheless, otherwise, so, still, then, therefore, thus, yet).

> Some Americans spend millions of dollars for junk food; consequently, the national obesity rate is growing rapidly.
> Smith speaks English, French, German, and Russian well; moreover, he understands Persian, Urdu, and Vietnamese.
> In monsoon season you should take your umbrella with you; otherwise, you may get soaked.

5.17. Slash

The slash (also called diagonal, oblique, shill, slant, solidus, and virgule) should be used sparingly and never in place of a hyphen or dash.

5.17a. To Show a 12-Month Period Occurring in Two Calendar Years

fiscal year 1965/66
marketing year 1973/74
crop year 2005/06
academic year 2009/10

5.17b. To Represent Per *in Abbreviations*

km/h (kilometers per hour)
b/d (barrels per day)

5.17c. To Separate Alternatives

These designs are intended for high-heat and/or high-speed applications. (Usage guides generally discourage *and/or* and encourage one or the other of the two words instead. In this example *and* alone would suffice.)

She sat at her computer for hours in a catatonic/frenzied trance trying to cover every possible contingency of style usage in the Agency. (And in this one, *or* could replace the slash with no confusion of meaning.)

5.17d. To Show Combination in Certain Instances

Russian support was pivotal for this Japanese/US-backed proposal. (Use of an en dash or another hyphen would be awkward.)

Insurgent forces were armed with Cuban/Russian-supplied weapons. (Use of a slash here could indicate either a combination or alternatives, the latter reflecting Moscow's practice of sometimes using surrogates to supply its clients.)

The goal of one-man/one-vote was never forgotten. They campaigned on a one-man/one-vote platform. (Keep the hyphen and slash whether a noun form or an adjective form.)

The group endorsed the Christian Democratic Union/Christian Social Union platform.

§ 6. SPELLING

6.1. General Principles

The majority of the words given as examples in this chapter are also found in chapter 8 (Spelling and Compound Words List), where all entries are listed in alphabetical order. A writer seeking the correct spelling or hyphenation of a word or words may find it easiest to look there first.

The GPO *Style Manual* and *Webster's Third New International Dictionary*, published by the G. & C. Merriam Company—or the abridged version, *Merriam-Webster's Collegiate Dictionary*—are the authorities for the guidance provided in this chapter and in chapters 7 (Compound Words) and 8. Where there is a difference, the GPO version usually prevails over Merriam. For a word not given in this style guide, consult first the GPO manual and then the Merriam dictionary. For guidance on the spelling of proper names—geographic, personal, and organizational—see sections 6.11 and 6.12.

6.2. Preferred and Difficult Spellings

Words frequently misspelled and the preferred forms of words with variant spellings are included in the list in chapter 8. Many other such words are dealt with in special categories in this chapter.

6.3. British Terms

When the American and British spellings of common English words differ, the American spelling is always used, even when these common words form part of a proper name usually spelled with British English.

Industrialization (*not* Industrialisation) Board
Labor (*not* Labour) Party
Minister for Defense (*not* Defence)
Programs (*not* Programmes) Chairman

6.4. Anglicized Foreign Words

Many foreign words and phrases have been thoroughly anglicized. Others are not as easily comprehended by American readers and should not be used unless there is no equivalent English expression (for example: *ad hominem, passim*). Still other foreign expressions should be avoided because they sound hackneyed (apropos, confrere, faux pas, inter alia, piece de resistance, tete-a-tete). Foreign-derived words sufficiently common or functional to be used (without italic type) can be found in chapter 8.

6.5. Plural Forms

6.5a. O Endings

Nouns ending in *o* preceded by a vowel add *s* to form the plural; most nouns ending in *o* preceded by a consonant add *es* to form the plural. Following are selected exceptions.

commandos	magnetos	solos
dynamos	mementos	tobaccos
egos	mestizos	Tornados (aircraft name), *but* tornadoes (common noun)
escudos	octavos	twos
ghettos	provisos	virtuosos
kimonos	salvos	zeros

6.5b. Compound Terms

For the plurals of compound terms, whether hyphenated or not, use the plural form of the significant word or words. If there is no significant word, the plural is formed on the last word.

adjutants general	courts-martial	inspectors general
aides-de-camp	deputy chiefs of staff	major generals
also-rans	directors general	ministers-designate
ambassadors at large	general counsels	passers-by
assistant comptrollers general	gentlemen farmers	pick-me-ups
attorneys general	go-betweens	presidents-elect
brothers-in-law	goings-on	rights-of-way
charges d'affaires	governors general	secretaries general
chiefs of staff	grants-in-aid	trade unions
commanders in chief	hangers-on	under secretaries
consuls general	higher-ups	vice chairmen

6.5c. Other Difficult Plurals

Other words with plural forms that might cause difficulty are listed in chapter 8. If you are unsure of a word's plural, look there.

6.6. Endings *-yze*, *-ize*, and *-ise*

A verb whose last three letters are pronounced like *eyes* is usually spelled in one of three ways. The letter *l* is followed by *-yze* if the verb expresses an idea of loosening or separating. The related noun ends in *-lysis*.

analyze (analysis)	paralyze (paralysis)

Most other words in this class end in *-ize*. Common exceptions are the following.

advertise	disguise	incise
advise	enfranchise	merchandise
arise	enterprise	revise
chastise	excise	rise
comprise	exercise	supervise
compromise	exorcise	surmise
despise	franchise	surprise
devise	improvise	televise

6.7. Endings *-sede, -ceed,* and *-cede*

A verb with a final syllable that sounds like *seed* is usually spelled in one of three ways. As shown below, only one such word ends in *-sede,* only three end in *-ceed,* and the others end in *-cede.*

supersede	exceed	accede
	proceed	concede
	succeed	intercede
		precede

6.8. Endings *-ible* and *-able*

If you are not sure whether a word ends in *-ible* or *-able,* look it up in chapter 8.

6.9. Doubled Consonants

There is no firm rule about whether to double a single consonant following a single vowel at the end of a word before adding a suffix beginning with a vowel. For one-syllable words the consonant is almost always doubled (rob, robbed, robber, robbing; kiss, kissed, kisses, kissing). For words of more than one syllable the consonant is usually not doubled unless the accent in the derivative falls on a syllable containing the troublesome consonant or its double (*can*cel, *can*celed, *can*celing, *but* cancel*la*tion; re*fer*, re*ferred*, re*fer*ring, *but ref*erence).

Inevitably, however, there are exceptions to both the rules stated above. The derivatives of *bus,* for example, break the rule for one-syllable words (bus, bused, buses, busing). The derivatives of *handicap* run counter to the formulation for words of more than one syllable (handicap, handicapped, handicapping). The Merriam dictionary sometimes gives first spelling preference to a doubled-consonant derivative (programmed) but also approves a single-consonant variation (programed).

Spelling preferences in this guide usually accord with the tendency in American (as opposed to British) usage to use a single consonant in most cases where there is a choice. The first order of preference is the GPO choice if there is one; otherwise, our spelling is taken from Merriam. If Merriam gives a choice, the single-consonant version is generally preferred.

6.10. Indefinite Articles

6.10a. With Consonants and Vowels

The indefinite article *a* is used before a consonant and an aspirated *h*; the article *an* is used before a silent *h* and all vowels except *u* pronounced as in *usual* and *o* pronounced as in *one.*

a historical review	a once-over	an honor
a hotel	a union	an hour
a humble man	an herb, *but* a herbicide	an onion

6.10b. With Initials That Begin With a Consonant Sound

When a group of initials pronounced as letters begins with *b, c, d, g, j, k, p, q, t, u, v, w, y,* or *z,* each having a consonant sound, use *a.*

a BGN compilation	a DVD player	a TV program
a CIA position	a GPO *Style Manual* chapter	a UPI dispatch
a DC tax form	a PBS special	a VCR tape

6.10c. With Initials That Begin With a Vowel Sound

When a group of initials pronounced as letters begins with *a, e, f, h, i, l, m, n, o, r, s,* or *x,* each having a vowel sound, use *an.*

an FDA recall	an ICBM silo	an NBC program
an HHS report	an MRV system	an SLBM system

6.10d. With Acronyms

When initials form an acronym that is pronounced as a word, the use of *a* or *an* is determined by the sound, according to the guidance given in section 6.10a.

a HAWK missile	a NASA launch	a UN mission
a MIRV system	an NREM sleep	an UNCTAD report

6.10e. With Abbreviations That Have Variable Pronunciations

If pronunciation of an abbreviation is variable or borders on slang, use the article appropriate to sounding the group of initials as letters.

an AAA battalion, *not* a AAA (pronounced "triple A") battalion
an SLBM system, *not* a SLBM (pronounced "slubbum") system
but
because of entrenched Pentagon and State Department usage: a SLCM (pronounced "slikkum") system

6.10f. With Numerical Expressions

The rule on use of *a* or *an* also applies to numerical expressions and letter-number designators.

an 11-year-old	a onetime winner	an VIII classification
a IV-F category	an Su-20 Fitter aircraft	a MiG-21 Fishbed

6.11. Geographic Names

CIA's authority for the spelling of geographic names is the US Board on Geographic Names (BGN). The official repository of standard spellings of all BGN-sanctioned foreign place names is the GEOnet Names Server of the National Geospatial Intelligence Agency (NGA), which can be found online [redacted]

Refer also to maps or other references issued by [redacted] or consult a regional specialist [redacted] Such consultation is automatic when a cartographer is preparing a map to accompany the paper in which the place names appear. Be sure that the spellings of place names in the text of the paper agree with those on the map. If the approved spelling is markedly different from a more familiar and recognizable spelling, the

more familiar spelling should be inserted in parentheses after the place name on the map. In the text, however, use the more familiar spelling, with the other version following it in parentheses at the first reference. In a paper on Tunisia, for example: Gulf of Gabes (Khalij Qabis); Menzel Bourguiba (Manzil Bu Ruqaybah) Shipyard.

Follow [redacted] advice in the use of hyphens and apostrophes in transliterations (Anse-d'Hainault, Komsomol'sk, N'Djamena). Diacritical marks used in place names on the map, however, are usually omitted in the text. (See section 6.13.)

6.12. Names and Titles of Persons and Organizations

The DI regional leadership analysts and [redacted] in the Office of Policy Support are the points of contact at CIA for the spelling of foreign personal names. CIA normally follows the Intelligence Community transliteration standards developed under the DNI Foreign Language Program Office. Current standards for personal names exist for Arabic, Hindi/Urdu, Iranian Farsi and Afghan Dari, Korean, and Russian, with an additional set available for Cyrillic Slavic languages (Belarusian, Bulgarian, Macedonian, Serbian Cyrillic, and Ukrainian). Other standards are currently in development.

At times, a prominent foreigner expressly indicates a preference for, or the media or official documents regularly use, a spelling of his or her name that differs from the IC transliteration standard. In such cases, CIA uses the alternative spelling—for example, former President Mohammed Hosni Mubarak of Egypt. For assistance in the spelling of names and titles of foreigners, consult either [redacted] in the Office of Policy Support or the appropriate regional leadership analyst, or, if the person in question is a government leader, refer to *Chiefs of State and Cabinet Members of Foreign Governments*, available online at [redacted]

6.13. Diacritical Marks

Diacritics are used on maps and in *The World Factbook* but not in other intelligence writing.

6.14. Transliteration Guidance

Under the guidance of the DNI Foreign Language Program Office, the Intelligence Community has approved standards for the transliteration into the Latin alphabet of personal names originally rendered in a language that uses another alphabet. The transliteration standards are an agreed-upon set of symbols to represent non-Latin alphabets. They are not meant to be a pronunciation guide, and they assume that the audience does not know the foreign language. They are designed to be easy to apply, readable, and recognizable to the educated English reader. As a result, transliterated names may contain ambiguities (for example, "Samir" may refer to two distinct Arabic names). IC guidelines require that variant transliterations for an individual already encountered be noted in parentheses or footnotes in order to ensure that vital forensic information is not lost.

For transliteration of place and personal names, consult first the authorities named in sections 6.11 and 6.12.

It is mandated that these standards be used in official intelligence reports and finished intelligence products. Other standards may be employed in other cases (for example, technical standards for transcription), although widespread use of the IC standards may help facilitate name retrieval and linkage.

When names of individuals from cultures outside the language in question are encountered (for example, "Hillary Clinton" appearing in Russian Cyrillic), use the established spelling for that person's culture rather than transliteration.

For organizational names, transliterate proper nouns according to the IC standards. Translate common nouns and other words: for example, Al-Nakhl Sugar Company, *not* Sharikat al-Nakhl lil-Sukkar or Palms Sugar Company. For well-known entities, use the established English name and spelling: for example, Arab League.

For terms that are not personal or place names, adhere to the following guidance: use the IC standard for terms not translated into English, as in intifada. Use the dictionary spelling for words in general use in English, as in minaret. If there is a good English translation of a word, use it: pilgrimage, *not* hajj, for example.

§ 7. COMPOUND WORDS

7.1. General Rules

When an idea cannot be expressed in a single word, we use a compound—the combination of two or more words—to express the thought. A compound can be created by writing the words in unconnected sequence, by hyphenating them, or by connecting them to form a solid, single word. This chapter summarizes various rules governing the formation of compounds. Chapter 8 lists thousands of compounds, so look there if you need to find the preferred spelling of a particular one.

7.1a. Separate Words

One may write two words in sequence, without connecting them with a hyphen or merging them into a single word, if this formulation causes no ambiguity in sense or difficulty of comprehension.

blood pressure	living costs	real estate
eye opener	music teacher	word combination

7.1b. Joined or Hyphenated

Often, words have to be joined into a solid form or connected with a hyphen to express an idea that would not be as clear if they were not so compounded.

18-year-olds	bookkeeping	need-to-know	right-of-way
afterglow	cross-reference	newsprint	whitewash

Derivatives of a compound usually retain the hyphenated or solid form of the original.

coldbloodedness	footnoting	praiseworthiness	stick-to-it-iveness
cost-effectiveness	ill-advisedly	railroader	X-rayed

7.2. Solid Compounds

7.2a. Combinations of Nouns

When two nouns form a compound that then has a primary accent, it is written solid (joined without a hyphen), especially when the prefixed noun consists of only one syllable or when one of the elements loses its original accent.

bathroom	bookseller	pipeline

7.2b. Combinations of Verbs and Adverbs

A noun formed by combining a short verb and an adverb is usually written solid, but it is hyphenated when the solid form risks misinterpretation. The verb (v) forms of such combinations usually remain two words.

buildup (v build up)	giveaway (v give away)	setup (v set up)
cut-in (v cut in)	run-in (v run in)	tie-in (v tie in)

7.2c. Compounds Beginning With Certain Nouns

Compounds beginning with the following nouns are usually solid.

book (bookstore)	house (housekeeping)	shop (shopworn)
eye (eyeglasses)	school (schoolteacher)	work (workday)

7.2d. Compounds Ending With Certain Words

Compounds ending in the following words are usually solid when the prefixed word consists of one syllable, but are less often so written when the prefixed word has several syllables (spaceborne, *but* satellite-borne, helicopter-borne).

boat (rowboat)	man (lobsterman)	time (halftime)
book (textbook)	master (harbormaster)	ward (homeward)
borne (spaceborne)	mistress (choirmistress)	way (seaway)
bound (landbound)	owner (homeowner)	wide (worldwide)
hearted (halfhearted)	person (salesperson)	wise (edgewise)
holder (shareholder)	piece (mouthpiece)	woman (chairwoman)
house (boathouse)	power (airpower)	work (artwork)
keeper (beekeeper)	proof (blastproof)	worker (pieceworker)
light (moonlight)	room (chartroom)	working (woodworking)
like (boxlike)	shop (toolshop)	writer (speechwriter)
maker (steelmaker)	tight (airtight)	yard (shipyard)

7.2e. Any, Every, No, *or* Some *Combined With* Body, Thing, Where, *or* One

Write solid a combination of *any*, *every*, *no*, or *some* and *body*, *thing*, or *where*. When *one* is the second element, write as two words if the meaning is a particular person or thing; to avoid mispronunciation, write *no one* as two words at all times.

anybody	everything	nowhere	someone

but

Some one choice must be made, and any one of you can make it. Will no one volunteer?

7.2f. Self or Selves

Pronouns ending in *self* and *selves* are always solid compounds.

herself	oneself	themselves
itself	ourselves	yourself

7.2g. Compass Directions

Write as one word a compass direction consisting of two points, but use a hyphen after the first point when three points are combined.

northeast	north-northeast

7.3. Unit Modifiers

A unit modifier functions as an adjective. It contains more than one word but acts on the noun it modifies as a unit. Examples are civil defense plan, wholly owned subsidiary, policymaking level, and most-favored-nation clause. Unit modifiers always precede the word they modify; if a modifier is located elsewhere in the sentence, it cannot be a unit modifier.

Unit modifier: The Secretary of State occupies a policymaking position.

Not a unit modifier: A decision is policy making only if effective.

If the modifiers are coordinate (see section 5.6b) or cumulative—that is, if either word could serve as a single modifier—they do not constitute a unit modifier. In "migrant construction workers," for example, the modifiers are cumulative because *migrant* or *construction* alone could modify *workers*. In "40-horsepower engine," however, neither *40* nor *horsepower* could logically serve as a single modifier. In "carefully prepared report" only the second word could modify *report*. Both of these phrases are unit modifiers.

7.3a. Hyphenated

Unit modifiers immediately preceding the word or words modified are usually hyphenated but sometimes are written as one word.

1-meter-diameter pipe	low-priced model	Six-Day War
4-percent increase	most-favored-nation clause	Third Five-Year Plan
drought-stricken area	number-one priority	UN-initiated talks
English-speaking nation	part-time job	US-owned property
high-level post	policymaking level	value-added tax
longtime friend	rightwing group	well-known name

7.3b. Unhyphenated

When the meaning is clear and readability is not aided, hyphens may be omitted from a compound that precedes the word modified, especially if the compound is an established or familiar phrase. But refrain from an accumulation of modifiers that defies comprehension and impedes readability.

atomic energy program	flight test program	human rights position
ballistic missile submarine	free enterprise system	life insurance company
civil defense plan	ground attack aircraft	natural gas exports
current account deficit	hard currency loan	surface ship deployment

but

no-hyphen rule (readability aided; *no hyphen rule* would be ambiguous)

areas in which ballistic missile submarines normally operate (readable); *not* normal ballistic missile submarine operating areas (difficult to comprehend)

ballistic missile early warning radar (established use)

7.3c. With Ordinal Numbers

In general, the omission of hyphens is not recommended in a compound containing an ordinal number used in its literal sense, no matter how familiar and frequent the expression.

first-quarter report	second-half performance
fourth-grade class	third-country involvement
but	
first aid station	Third World delegates

Similarly, in a unit modifier containing a prepositional phrase, comprehension is enhanced if hyphens are used for even the best known expressions.

balance-of-payments problem	right-to-work law
cost-of-living study	under-the-counter sales

No hyphen is required if the compound preceding the word or words modified is already tied together with a conjunction.

cold but sunny day	medium and high altitude
command and control echelons	middle or late 1970s

An improvised compound (euphemism for cliche) such as that in "hard-and-fast rule" or "bread-and-butter issue" is an exception (see section 7.6c).

7.3d. Predicates

A unit modifier must be distinguished from a compound predicate adjective, in which the hyphen is usually omitted.[34]

His future was *still undetermined* while he was a student.

Most of the transactions in that deal were *foreign financed*, and the exchanges were *under the counter*.

The talks were *US initiated*, and the agenda *well prepared*.

The increase was *4 percent* in 2008 and *5 percent* in 2009.

The majority of the population was *English speaking*.

The government has been *socialist leaning* in recent years.

7.3e. Comparatives and Superlatives

The hyphen is usually—although not always—omitted in a two-word unit modifier in which the first word is a comparative or superlative. For clarity's sake, however, it should be retained in certain three-word modifiers.

best liked books	less developed countries	lowest priced model
highest level meeting	lower income group	worst case scenario

but

bestselling novel (derived from *bestseller*)	lighter-than-air craft
higher-than-market price	most-favored-nation clause
lighter-colored paper	most-sought-after tickets

[34]In this sense, do not confuse a unit modifier with a hyphenated compound formed by adding a prefix or suffix (see sections 7.4b to 7.4g). Such a compound (for example, *self-educated* or *rent-free*) would retain its hyphen in the predicate form. Also, note that entries in chapter 8 labeled *um* (unit modifier) generally conform to section 7.3d, but entries labeled *adj* (adjective) do not. *Was the call local or long-distance? This approach was low-key.*

7.3f. Adverbs Ending in -ly

Do not use a hyphen in a two-word unit modifier in which the first word is an adverb ending in *-ly*.

recently designed logo	wholly owned subsidiary
but	
lonely-hearts club	only-child complex

7.3g. Three-Word Modifiers

Do not use hyphens in a three-word unit modifier in which the first word is an adverb modifying the second word.

unusually well preserved specimen	very well defined line	
exceptions		
extremely-low-frequency communications	very-high-frequency broadcasts	very-low-frequency transmissions

If the first word of a three-word unit modifier modifies the other two, the hyphen is used between those two.

a formerly well-known person	a nearly right-angle bend	a virtually self-educated man

7.3h. Foreign Phrases

Do not use a hyphen in a unit modifier consisting of a phrase of foreign origin.

bona fide transaction	ex officio member	per capita tax
carte blanche policy	per diem allowance	prima donna behavior

7.3i. Proper Nouns

Do not use a hyphen in a compound proper noun or in a capitalized coined name used as a unit modifier, in either its basic or derived form.

Cold War tensions	Latin American states
French Revolutionary period	World War II period

Do, however, use one if the proper noun is normally a combined form.

Afro-American program	French-English descent
Franco-Prussian War	Indo-Pakistani relations

This rule does not apply to numerical compounds in an expression such as *Fifth Five-Year Plan*, nor would it apply entirely in an expression incorporating an already-hyphenated coined name (*Six-Day War euphoria*).

7.3j. En Dash in Proper Noun Compounds

In a unit modifier made up of proper adjectives or proper nouns of which one or more is a compound, the en dash is used between the parts.

North American–South American sphere

Dominican Republic–Haiti border

Ulan-Ude–Chita–Ulaanbaatar triangle

7.3k. Quotation Marks

Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated form, and do not use quotation marks in lieu of hyphens.

a "spare the rod" approach to parenthood
the "one-man woman" plots of many operas
a "damn it all" attitude toward writing style

7.3l. Chemical Terms

The hyphen is not used in a unit modifier composed of chemical terms.

carbon monoxide poisoning

7.3m. Letter or Number Elements

Do not use a hyphen in a unit modifier containing a letter or numeral as its second element (*but* see section 7.6e).

annex B maps	level 4 alert	Proposition 13 backlash
Article III provisions	Mod 3 missile	Type 59 tank
grade A milk	number 2 fuel oil	

This rule does not, however, apply to certain terms established by long usage for military aircraft and naval ships.

An-22	MiG-19	Su-7
Kresta-I	Osa-II	Yak-40

7.3n. Common Basic Elements

When two or more hyphenated compounds have a common basic element and this element is omitted in all but the last or first term, the hyphens are retained.

the British- and French-produced Concorde
first-, second-, and third-grade students
ground- and air-launched missiles
two- or three-year period
US-owned and -operated companies

but

firsthand and secondhand (*not* first- and secondhand)
twofold or threefold (*not* two or threefold)
oil and gas fields, or oilfields and gasfields (*not* oil and gasfields)
mid- and late 1990s (*but* mid-to-late 1990s)[35]
early or mid-1990s (*but* early-to-mid-1990s,[35] *better:* early-to-middle 1990s)

[35]Use of the hyphenated prefix *mid-* in the examples shown is not incorrect, but the hyphen makes it awkward to combine *mid-* with the other, unhyphenated elements, *early* and *late*. For this reason it is recommended that *middle* rather than *mid-* be used when a combination is involved: middle and late 1990s, early and middle 1990s, early or middle 1990s, early-to-middle 1990s.

7.4. Prefixes and Suffixes

7.4a. Unhyphenated

Prefixes other than *ex*, *self*, *quasi*, and *vice* and suffixes other than *free*, *designate*, and *elect* usually form a solid compound with a noncapitalized word.

afterhours	clockwise	multicolor	semiofficial
antedate	counterintelligence	neofascist	subcommittee
antiaircraft	fourfold	nonferrous	transship
biweekly	hydroelectric	northward	ultramodern
byproduct	lifelike	partnership	unofficial

7.4b. Hyphenated[36]

A hyphen is used in compounds formed with the prefixes and suffixes noted as exceptions in the preceding section.

ex-serviceman	rent-free
minister-designate	self-control
President-elect Jones	vice-chairmanship (*but* vice chairman)
quasi-academic	

7.4c. Doubled Vowels or Tripled Consonants

Except after the short prefixes *co*, *de*, *pre*, and *re*, which are generally written solid, a hyphen is used to avoid doubling a vowel when adding a prefix or tripling a consonant when adding a suffix.

anti-inflation	hull-less	shell-like	
brass-smith	semi-independent	ultra-atomic	
but			
cooperation	nonnuclear	posttreatment	reestablishment
deemphasize	overreact	preelection	subbasement

7.4d. To Avoid Confusion

A hyphen is used with a prefix that normally forms solid compounds if omission of the hyphen would lead to mispronunciation or cause confusion with a word spelled identically but without a hyphen.

co-op (*but* cooperative)	re-cover (cover again)	re-treat (treat again)
multi-ply (several plies)	re-create (create again)	under-ice
pre-position (position in advance)	re-form (form again)	un-ionized
pro-state	re-present (present again)	

[36]The hyphenated compounds discussed in sections 7.4b through 7.4g are not subject to the rule in section 7.3d and would retain their hyphens in the predicate form.

COMPOUND WORDS

7.4e. Duplicated Prefixes

A hyphen is used to join duplicated prefixes.

counter-countermeasures	sub-subcommittee

7.4f. Prefixes or Suffixes in Compounds With Capitalized Words

A hyphen (unless an en dash is called for) is used to join a prefix or a suffix in a compound with a capitalized word.[37]

Africa-wide	neo-Nazi	pro-British
anti-Castro	pre-Renaissance	un-American
exceptions		
nonMIRVed	unMIRVed	
en dash called for		
Latin America–wide	pre–World War II	

7.4g. Unit Modifier Containing a Multiword Compound

A prefix (except *un*) normally forming a solid compound is often followed by a hyphen when joined with a two-word or hyphenated compound to form a unit modifier.

anti-guided-missile	non-nuclear-powered	pre-martial-law
non-missile-equipped	post-target-tracking	semi-land-mobile
but		
antiballistic missile	uncalled-for	unself-conscious

For many of the terms used above to illustrate the rule in this section, rephrasing of the sentence might be preferable to insertion of the extra hyphen.

defense against guided missiles (instead of anti-guided-missile defense)
aircraft not equipped with missiles (instead of non-missile-equipped aircraft)
a system that is partially land mobile (instead of a semi-land-mobile system)

Do not insert a hyphen after a prefix joined to a solid (unhyphenated, one-word) compound.

antigunrunning	nonoceangoing	submachinegun
nonlifelike	postreentry	ultrarightwing

7.5. Numerical Compounds[38]

7.5a. Spelled Out

Use a hyphen between the elements of compound numbers from 21 to 99 when they must be spelled out (bear in mind that figures, rather than spelled-out words, are generally used for numbers of two or more digits).

twenty-one	ninety-nine	one thousand one hundred forty-one
twenty-first	one hundred forty-one	

[37] For similar reasons, retain the hyphen if it is part of an established formal name such as Non-Proliferation Treaty (abbreviated NPT) and Multi-Fiber Arrangement (MFA), even though the spelling differs from our normal style (nonproliferation, multifiber).

[38] See chapter 2.

7.5b. Adjective Compounds With Numerical First Element

10- to 20-year period (*or* 10-to-20-year period)
18-year-old student
20th-century progress
3-meter (*never* 3-m) railing
5-to-4 vote
8-kilogram (*or* 8-kg) turkey
but
$20 million loan

eight-time Olympic medalist
medium-to-high altitude
medium-to-high-altitude interceptors
multimillion-dollar loan
the Six-Day War
Third Five-Year Plan

7.5c. Fractions

Use a hyphen between the elements of a fraction whether it is a noun or an adjective.

a two-thirds majority
two-thirds of the legislature

7.6. Other Compound Words

7.6a. Titles

Do not use a hyphen in a compound title denoting a single civil or military office, but do use one in a double title.

ambassador at large
commander in chief
editor in chief
manager-director
minister-counselor
secretary general
secretary-treasurer
under secretary
vice president
but
under-secretaryship
vice-presidency

7.6b. Noun Compounds Containing a Prepositional Phrase

Apart from titles, hyphens are used in some noun compounds containing a prepositional phrase.

government-in-exile
grant-in-aid
man-of-war
mother-in-law
but
next of kin
prisoner of war
state of the art
state of war

7.6c. Improvised Compounds

bread-and-butter issue
classroom full of know-it-alls
first-come-first-served basis
hard-and-fast rule
need-to-know
technical know-how

7.6d. Verb Forms of Noun Forms Written as Two Words

turn a cold shoulder (to cold-shoulder an idea)
proof with blue pencils (to blue-pencil galleys)
missile in flight test (to flight-test a missile)

COMPOUND WORDS

7.6e. Single Capital Letter Plus a Noun or Participle

H-bomb	L-shaped room	T-shaped
I-beam	T-jetty	X-ray

Use hyphens (*not* en dashes) in the compounds designating Russian submarine classes when the compounds are used adjectively.[39] If the meaning is clear, refer to these submarines by the class designator alone.

Yankee-class, Delta-class, Victor-class, etc.
Echo-II-class, Charlie-I-class (two hyphens, *not* hyphen and en dash)
submarines of the Yankee class (no hyphen)
a Delta-class unit, a Delta-II-class unit
Delta and Yankee units (acceptable to omit word *class*)
a Victor tracking a Yankee
Four Yankees, two Delta-IIs, and a Victor have been observed in the submarine yard.
The characteristics of the Delta-I and -II were compared.

The same rules apply essentially to surface ship classes (Komar, Osa) and non-Russian submarine classes (Han, Xia).

[39]In CIA publications the full designator, not just its first letter, is preferred: Delta-class (*not* D-class), Yankee-class (*not* Y-class). Note, however, that the designator is spelled with only the first letter capitalized, not in all capital letters, as seen in military usage. Designators for Russian submarines, according to DIA, are as follows: Akula, Alfa, Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliet, Kilo, Lima, Mike, November, Oscar, Papa, Romeo, Sierra, Tango, Typhoon, Uniform, Victor, Whiskey, Yankee, and Zulu. (All are phonetics except Akula and Typhoon.)

§

8. SPELLING AND COMPOUND WORDS LIST

Including inflections, plurals, and other word forms, there are more than 13,000 words listed in this chapter. Many are familiar and are not likely to cause a problem for any writer. Others may be unfamiliar or confusing.[40] Rules for spelling and compounding may be found in chapters 6 and 7, but if you want only to determine the correct spelling or compound form of a word or phrase, you are likely to find your answer below. Note that a word followed by (s) (antibiotic[s]) and marked as both *n* and *adj* or *um*, takes the *s* only in the noun form. Similarly, if a word is shown with several inflections (airmail[s], airmailed, airmailing) and is marked as both *n* and *v*, usually only the first form (airmail[s]) is the noun, although sometimes the present participle is also a noun (back[s], backed, backing) or an adjective (wind[s], wound, winding).

adj (adjective)	**masc** (masculine)	**prep** (preposition)
adv (adverb)	**n** (noun or modified noun)	**sing** (singular)
cf (combining form)	**pl** (plural)	**syn** (synonym)
comp (computer term)	**pred** (predicate)	**um** (unit modifier)
fem (feminine)	**pref** (prefix)	**v** (verb)

A

aberration(s)

able-bodied (um)

ABM (antiballistic missile) **system**

about-face

above-average (um)

aboveboard

abovedeck

aboveground (um)

above water (pred)

abridgment(s)

absentminded

accede(s), acceded, acceding

access code(s)

accessible

access time(s)

accommodate(s), accommodated, accommodating

accommodation(s)

accords (Amman, Camp David, Dayton, Geneva, Helsinki, Paris)

accoutrement(s)

Achilles' heel(s)

acknowledgment(s)

acoustic (adj)

acoustic(s) (n)

acquiesce(s), acquiesced, acquiescing (takes preposition *in*, not *to*)

across-the-board (um)

active-duty (um)

A.D. (*anno domini*, refers to years since the birth of Christ; see *B.C.*)

adapter(s)

addendum, addenda (pl)

additionally (adv, of addition; do not use for *in addition*)

add-on(s) (n)

ad hoc

adjutants general

ad lib (adv)

ad-lib(s) (n, adj, v), **ad-libbed, ad-libbing**

admissible

advertise(s), advertised, advertising

advertisement(s)

advice (n)

advise(s), advised, advising

adviser(s); advisor (used in the legal field and by others by preference)

advisory

aegis

aesthetic(s) (n, adj)

affect(s), affected, affecting (v, influence; see *effect*)

affection(s) (n, fondness)

affectation(s) (n, insincere attitude)

A-frame(s)

Africa-wide

Afrikaans

after (cf, all one word)
aftereffect
afterglow
afterward

agenda(s)

agents-of-influence

age-old

aging

agitprop

agree(s), agreed, agreeing (*with* a person, *to* a proposal, *on* a plan)

agreed-to (um)

agreed-upon (um)

agribusiness

agro (cf, all one word)
agroindustrial

aid(s) (n, assistance)

aid(s), aided, aiding (v, assist)

aide(s) (n, assistant)

aide(s)-de-camp

aide-memoire, aides-memoires (pl) (memory jog)

AIDS (acquired immunodeficiency syndrome)

aim point(s)

air and sea ports

SPELLING AND COMPOUND WORDS LIST

airbag(s)

airbase(s)

air-based (um)

airblast(s)

airborne warning and control system (AWACS) aircraft

air-breathing

airburst(s)

aircargo(es)

air-condition(s), air-conditioned, air-conditioning

air-conditioner(s)

air cover(s)

aircraft

air crash(es)

aircrew(s)

air-cushion vehicle(s) (ACV[s])

air defense(s) (n, um)

air-dried (um)

airdrop(s), airdropped, airdropping (n, v)

airdroppable

airfield(s)

air fleet(s)

airflow(s)

airframe(s)

air-handling (um)

air intercept(s) (n, um)

airland(s), airlanded, airlanding

air-launched (um)

airlift(s), airlifted, airlifting (n, v)

airlink(s)

airmail(s), airmailed, airmailing (n, v)

airman, airmen (pl)

airmass(es)

airmobile (adj)

airpower
but
naval and air power

air quality (n, um)

air raid(s)

air show(s)

airspace(s)

airspeed(s)

airstrike(s)
but
naval and air strike(s)

airstrip(s)

airtight

air time(s) (broadcast media)

air vent(s)

air war(s)

airwave(s)

airway(s)

airworthy

alias(es)

align(s), aligned, aligning

alignment(s)

all-absorbing (um)

all-around (um)

all-clear(s) (n, um)

all-day

Alliance, Allied, Allies (in reference to NATO, otherwise lowercase)

all-inclusive (um)

all-knowing (um)

allot(s), allotted, allotting

allotment(s)

all-out

all ready (prepared; see *already*)

all right

all-round (um)

all-source (adj)

all-star(s)

all time(s) (n, full time)

alltime (adj)

all together (collectively, in unison; see *altogether*)

all-weather

alongside

a lot (never *alot*, even if you do often see that form elsewhere)

alphanumeric

already (previously; see *all ready*)

also-ran(s)

alter ego(s)

alternate(s), alternated, alternating (n, v rotating, following by turns)

alternative(s) (n, adj; pertains to a choice between possibilities)

altogether (completely; see *all together*)

a.m.

alumna, alumnae (pl) (fem)

alumnus, alumni (pl) (masc)

ambassador(s) at large

Ambassador-designate

ambi (cf, all one word)
ambidextrous

American-flag (Liberian-flag, Yemeni-flag) **ship**
but
in a naval context, US flagship

amidships

amino (as prefix, all one word)

amino acid(s)

among (use when the relationship of more than two things is vague or collective)

amorphous

analog(s) (comp)

analogue(s) (all other meanings)

analysis, analyses (pl)

analytic (adj)

analyze(s), analyzed, analyzing

anchorperson(s)

anemia(s)

anesthetic(s) (n, adj)

aneurysm(s)

anglophone (adj)

Anglophone(s) (n)

annul(s), annulled, annulling

annulment(s)

anomalous

antedate(s), antedated, antedating

antenna(s)

antennae (pl, zoology only)

anti (pref, usually one word)
antiaircraft
antiapartheid
antiballistic missile(s) (n, um, ABM)
antibiotic(s) (n, adj)
antichrist(s)
antidefense
antiestablishment
antigunrunning
antimissile
antiradiation
antiradiation-homing (adj)
antiship cruise missile (n)
antitank guided missile(s) (n, ATGM)
antivirus program
antiwar
but
anti-American
anti-arms-control
anti-cruise-missile(s) (n, um)
anti-guided-missile (um)
anti-imperial
anti-inflation
anti-inflationary
anti-insurgent
anti-money-laundering (um)
anti-nuclear-weapons
anti-Semite(s)
anti-Semitic
anti-Semitism
antiship-cruise-missile (um)
anti-submarine-warfare (um)
anti-tactical-ballistic missile(s) (n, ATBM)
anti-tactical-ballistic-missile (um)

antipathy, antipathies (pl)

anybody

anyone

any time

anyway (adv)

APEC (Asia Pacific Economic Cooperation)

apocalypse(s)

appall(s), appalled, appalling

apparatus(es)

appealing

appendix B

appendix(es)

apprehensible

April Fools' Day

a priori

A-priority (or priority A)

Arab-Israeli war

arched-roof (adj)

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archenemy, archenemies (pl)
archeology
archrival(s)
arch-roofed (um)
archetypal
archetypally
archetype(s)
arise(s), arose, arising, arisen
armor-heavy (um)
arms control(s) (n)
arms-control (um)
arms-exporting (um)
arm's-length (um)
armsmaker(s)
arms-producing (um)
arms-supplying (um)
arm-twisting (n)
army-group-level (um)
armywide
Army-wide
around-the-clock (um)
artificial intelligence
artificial language(s)
artilleryman, artillerymen (pl)
artwork(s)
ascend(s), ascended, ascending
ascendancy, ascendancies (pl)
ascendant
ascent(s) (rise, climb; see *assent*)
ASCII (American Standard Code for Information Interchange)
Asia Pacific Economic Cooperation
but
Asia-Pacific region
assassinate(s), assassinated, assassinating
assassination(s)
assembly line(s)
assemblyman, assemblymen (pl)
assemblywoman, assemblywomen (pl)
assent(s), assented, assenting (consent; see *ascent*)
assistant comptroller(s) general
assure(s), assured, assuring (affirm; see *ensure, insure*)
asylee(s) (person seeking asylum or one given asylum)
ATBM(s) (anti-tactical-ballistic missile)
at-large (um)
atomic energy, atomic energies (pl) (n, um)
at-sea (um)
attache(s)
attorney(s) general
audible
audiocassette(s)
audiosurveillance(s)
audiotape(s)
audiovisual(s) (n, adj)
auger(s) (n, hole-boring tool)
augur(s), augured, auguring (v, predict from signs or omens)
automaker(s)
autoworker(s)
auxiliary, auxiliaries (pl)
AWACS (airborne warning and control system)
avant-garde
a while (n, a period of time)
awhile (adv, for a time)
ayatollah(s)
ax, axes (pl)
axis, axes (pl)

B

B.A. (bachelor of arts)
baby boomer(s)
bachelor's degree(s) (B.A.[s])
back(s), backed, backing (n, v)
backbench(es)
backbencher(s)
backbite(s), backbit, backbiting
backbiter(s)
backbone(s)
back burner(s)

back-channel (um)
backdoor (um)
back(s) down, backed down, backing down
backfit(s), backfitted, backfitting (n, v)
background processing
backlash(es)
back pay
backpedal(s), backpedaled, backpedaling
backroad (um)
backroom (um)
backseat(s) (n, um)
backslide(s), backslid, backsliding
backstage
backstop(s), backstopped, backstopping (n, v)
backtrack(s), backtracked, backtracking
back(s) up, backed up, backing up
backup(s) (n, um)
backup system(s)
backward (no s)
backwater(s)
backyard (um)
bagful(s)
Bahamas, The
Bahamian (n, adj)
bail(s) out, bailed out, bailing out
bailout(s) (n, um)
balance-of-payments (adj)
Balkanize(s), Balkanized, Balkanization
ball bearing(s)
ballistic missile (um, of submarines, defense, radar)
ballistic missile early warning (BMEW) radar(s)
ballistic-missile-related (um)
ballistic missile submarine(s) (SSB)
ballpark(s) (n, adj)
Baltic republics/states (not *the Baltics;* citizens are referred to as *Estonians, Latvians,* or *Lithuanians,* not *Balts*)
bandwagon(s)
bandwidth(s)
banknote(s)
bankrupt(s), bankrupted, bankrupting
bar code(s)
barebones (um, nonliteral)
base camp(s)
baseline(s)
basis, bases (pl)
battalion(s)
battlefront(s)
battleground(s)
battle group(s)
battleline(s)
battle management (n, um)
battle readiness
battle-ready (um)
B.C. (before Christ, comes after the number; see *A.D.*)
beam width(s)
Bear G('s) (Russian aircraft)
bedouin (sing, pl)
bed rest
bedrock (n, adj)
behind-the-scenes (adj)
belowground
below-market (um)
belt-tightening (um)
beltway bandit(s)
benchmark(s) (nonliteral)
beneficent
benefit(s), benefited, benefiting (n, v)
Benelux
Berlin Wall (the Wall)
beside (alongside)
besides (except, other than)
best seller(s)
bete noire, betes noires (pl)
better-than-even (um)
biannually (prefer *semiannually*, but consider replacing with *twice a year*; see *biennially*)
bias(es), biased, biasing (n, v)
biennially (consider replacing with *once every two years*; see *biannually, semiannually*)
big-power (adj)
big shot(s)
big-ticket (adj)

SPELLING AND COMPOUND WORDS LIST

C05757260

binary system(s)
binational
bipolar
birder
bird's-eye (adj)
birdshot
birdwatch(es), birdwatched, birdwatching
birthdate
birthplace(s)
birthrate(s)
bistatic
bitmap(s), bitmapped, bitmapping (n, v)
bitmapped (um)
biweekly (once every two weeks; see *semiweekly*)
blacklist(s), blacklisted, blacklisting (n, v)
blackmail(s), blackmailed, blackmailing (n, v)
black market(s) (n)
black-market(s), black-marketed, black-marketing (um, v)
black-marketeering (n)
black-marketer(s)
blastmark(s)
blastproof
blind eye(s)
blitzkrieg(s)
bloc(s) (group)
block(s) (form)
blog(s) (n, short for weblog)
blog(s), blogged, blogging
blogger(s)
blond(s) (masc, fem)
bloodbath(s)
bloodletting(s)
bloodlust
blood pressure(s)
bloodshed
bloodthirsty
blowdown(s)
blow(s) out, blew out, blowing out (v)
blowout(s) (n, adj)
blue chip(s) (n)
blue-chip (um)
blue-collar (nonliteral, um)
blue-pencil(s), blue-penciled, blue-penciling (v, um)
blueprint(s)
blue-ribbon (nonliteral, um)
blue-water navy, blue-water navies (pl)
boardroom(s)
boatbuilding
boathouse(s)
boatload(s)
boat people
boatyard(s)
body bag(s)
bodyguard(s)
body politic
Boeing 747(s)
boilerplate
boldface
bomb bay(s)
bombdrop(s)
bomb load(s)
bombmaker(s)
bombmaking
bombproof
bombsight(s)
bombsquad(s)
bona fide (adj)
bona fides (n, sing, pl)
boobytrap(s), boobytrapped, boobytrapping (n, v)
bookkeeper(s)
bookkeeping
bookmark(s), bookmarked, bookmarking (n, v)
bookseller(s)
bookstore(s)
Boolean logic
boot camp(s)
bootleg software
border guard(s) (n, um)
borderland(s)
borderline(s)

border post(s)
boresight(s)
born (given birth)
born-again (n, adj)
borne (carried)
bottleneck(s)
bottom line(s) (n)
bottom-line (adj)
bourgeois (adj)
bourgeoisie(s) (n)
boxcar(s)
boxlike
brain child, brain children (pl)
brain trust(s)
brainwash(es), brainwashed, brainwashing
brand name(s) (n, um)
breach(es) (gap; see *breech*)
bread-and-butter (adj)
breadbasket(s)
break(s) down, broke down, breaking down
breakdown(s) (n, um)
break(s) even, broke even, breaking even
break-even (um)
break(s) in, broke in, breaking in
break-in (n)
break(s) out, broke out, breaking out
breakout (n, um)
breakpoint(s)
breakthrough(s)
break(s) up, broke up, breaking up
breakup(s) (n, um)
breathtaking
breech(es) (lower part, part of a gun barrel; see *breach*)
breeding ground(s)
bridgebuilder(s)
bridgehead(s)
bridgeway(s)
bridgework(s)
briefcase(s)
brinkmanship
broadband (n, adj)
broad-based
broadcast(s), broadcast, broadcasting (n, adj, v)
broadcloth(s)
broad gauge(s) (n)
broad-gauge (adj)
broadleg(s) (n, adj)
broadminded
broken-down (um)
brother(s)-in-law
brunet(s) (masc, fem)
brushpass(es)
budget-busting (um)
building block(s) (n)
building-block (adj)
build(s) up, built up, building up
buildup(s) (n)
built-in(s) (n, adj)
built-up (um)
bulletin board(s)
bulletproof
bullheaded
burdensharing
bureau(s)
burgeoning
burka(s)
burn bag(s)
burnout(s) (n)
burnup(s)
bus(es), bused, busing (n, v)
busdriver(s)
busfare(s)
businesslike
busline(s)
busload(s)
busting (used in terms like budget busting and trust busting; hyphenate as a um)
buy-back (um)
buy(s) in, bought in, buying in
buy-in (n, adj)
buy(s) out, bought out, buying out

buyout(s) (n, um)

buzzword(s)

BW-agent (um)

by (cf, usually one word)
byelection(s)
bylaw(s)
bypass(es)
byproduct(s)

C

cache(s)

caldron(s)

caliber(s)

caliph(s)

caliphate(s)

call(s) back, called back, calling back

callback(s) (n, um)

call(s) in, called in, calling in

call-in (n, um)

call sign(s)

call(s) up, called up, calling up (n, v)

callous (adj, unfeeling; see *callus*)

callup(s) (n, um)

callus(es) (n, thickening of the skin; see *callous*)

camouflage(s)

cancel(s), canceled, canceling

cancelable

cancellation(s)

candor(s)

canister(s)

cannon (pl **cannon** or **cannons**, depending on usage)[41]

cannot

canoe(s), canoed, canoeing (n, v)

canvas(es) (cloth)

canvas-covered (um)

canvass(es), canvassed, canvassing (solicit)

capital(s) (city, money)

capital-intensive (um)

[41]Use *cannon* if such weapons are referred to collectively (*Cannon were deployed on the surrounding hillsides*) but *cannons* when the weapons are discussed individually. (*Wing-mounted cannons, two on each side, augment the aircraft's firepower.*)

capitol(s) (building)

caplet(s)

carat(s) (unit of weight; see *caret*)

carbarn(s)

car-bomb(s), car-bombed, car-bombing (n, adj, v)

carbon footprint(s)

carbon monoxide

carcinogen(s)

carcinogenic

card-carrying (um)

carefree

caret (insertion mark; see *carat*)

car ferry, car ferries (pl)

cargo(es)

Caribbean

carline(s)

carload(s)

car-mile(s)

carpal tunnel syndrome

carrier-based (um)

carrierborne

carry over, carries over, carried over, carrying over

carryover(s) (n, um)

carte blanche, cartes blanches (pl)

cartel(s) (even with specific name)

cartilage(s)

car wash(es)

case-by-case (adj)

caseload(s)

case officer(s)

caseworker(s)

cash-and-carry (adj)

cash-flow(s) (n, adj)

cashier's check(s)

cash-strapped (um)

cast(s) off, cast off, casting off

castoff(s) (n, um)

casual (informal; see *causal*)

casualties (include persons injured, captured, or missing in action, not just those killed)

casus belli (sing, pl)
catalog(s), cataloged, cataloging (n, v)
cataloger(s)
cat-and-mouse (um)
catchall(s) (n, um)
catchphrase(s)
catch(es) up, caught up, catching up
catch-up(s) (n, um)
catchword(s)
cat's-paw(s)
cattle breeder(s)
cattleman, cattlemen (pl)
cattle raiser(s)
cattle-raising (um)
cattle ranch(es)
caudillo(s)
causal (of cause; see *casual*)
cause celebre, causes celebres (pl)
causeway(s)
cave(s) in, caved in, caving in
cave-in(s) (n, um)
CD-ROM(s) (compact disk read-only memory)
cease(s) fire, ceased fire, ceasing fire
cease-fire(s) (n, um)
cell phone
Celsius
cementmaking
census taker(s)
census-taking (um)
center(s), centered, centering (as a verb, is used with *on*, *upon*, *in*, or *at*, but not *around*)
center-left
centerline(s)
centerpiece(s)
centerpole(s)
center-right
centi (cf, all one word)
centri (cf, all one word)
chain(s) of command
chainsmoke(s), chainsmoked, chainsmoking
chainsmoker(s)
chairman, chairmen (pl)
chairperson(s)
chairwoman, chairwomen (pl)
chancellery, chancelleries (pl)
chancellor(s)
chancellor-candidate(s)
chancery, chanceries (pl)
changeable
change(s) over, changed over, changing over
changeover(s) (n, um)
channel(s), channeled, channeling (n, v)
chaperon(s)
charge-coupled
charge(s) d'affaires
chartroom(s)
chassis (sing, pl)
chastise(s), chastised, chastising
chastisement(s)
chateau(s)
chauvinism
checkbook(s)
check-clearing (um)
check(s) in, checked in, checking in
check-in(s) (n, um)
checklist(s)
check(s) out, checked out, checking out
checkout(s) (n, um)
checkpoint(s)
checksheet(s)
check(s) up, checked up, checking up
checkup(s) (n, um)
check valve(s)
checkwriting
chef(s) de cabinet
chemical-weapons-free (um)
chemical-weapons-related (um)
cherrypicker(s)
chief(s) of staff
childcare
childlike
chisel(s), chiseled, chiseling (n, v)

chiseler(s)
chitchat(s)
chlorofluorocarbons
chokepoint(s)
church(es), the
but
the Catholic Church
churchgoer(s)
churchgoing
CI (um, counterintelligence)
CIALink
c.i.f. (cost, insurance, and freight)
circa
circuit breaker(s)
citable
City, the (London financial district)
city dweller(s)
citywide
civil defense(s) (n, um)
clamor(s)
clamp(s) down, clamped down, clamping down
clampdown(s) (n)
clean(s) up, cleaned up, cleaning up
cleanup(s) (n, um)
clear-cut (distinct)
clearcut(s), clearcut, clearcutting (n, v, forestry)
clearheaded
clearinghouse(s)
clear(s) up, cleared up, clearing up
cleave(s), cleaved, cleaving
clew(s), clewed, clewing (n, v; nautical; see *clue*)
cliche(s)
climactic (climax, highest point)
climatic (of climate, weather)
clip art
clockwise
closed-circuit (um)
closed-door (adj)
close-hold (adj)
close-in (um)
close-knit (um)
closemouthed
close(s) out, closed out, closing out
closeout(s) (n, um)
close-range (um)
close(s) up, closed up, closing up (v)
closeup(s) (n, um)
cloth-backed (um)
clothbound
clothesline(s)
clue(s), clued, clueing (n, v; meanings other than nautical; see *clew*)
co (pref, usually one word)
coauthor(s), coauthored, coauthoring (n, v)
cochair(s), cochaired, cochairing (n, v)
coexist(s), coexisted, coexisting
cofound(s), cofounded, cofounding
cofounder(s)
cooperate(s), cooperated, cooperating
coörbital
coprocessor(s)
coproduction(s)
but
co-deputy-chair(s)
co-op(s)
co-opt(s), co-opted, co-opting
co-optation(s)
co-owner(s)
co-vice-chair(s)
coalbed(s)
coal-black (um)
coalboat(s)
coal car(s)
coalfield(s)
coal gas(es)
coal-laden (um)
coal mine(s) (n)
coal-mining (um)
coalpit(s)
coal-slurry (um)
coast guard(s)
coastline(s)
coca grower(s), coca growing (n)
coca-growing (um)
cocaine(s)
c.o.d. (cash on delivery)
codename(s)

codeword(s)

coffee grower(s) coffee growing (n)

coke oven(s)

coldblooded

coldbloodedness

cold-roll(s), cold-rolled, cold-rolling

cold shoulder(s) (n)

cold-shoulder(s), cold-shouldered, cold-shouldering

Cold War

collapsible

collateral

collocate(s), collocated, collocating (to set in a place or to occur in conjunction with something; see *colocate*)

colloquy, colloquies (pl)

colocate(s), colocated, colocating (to locate together; see *collocate*)

color(s), colored, coloring (n, v)

combat(s), combated, combating (n, v)

combatant(s)

combat-capable (um)

combat-ready (um)

combat support (n, adj)

combined-arms (adj)

combustible(s) (n, adj)

comeback(s)

comedown(s)

come-on(s)

comeuppance(s)

command and control

command, control, and communications (C3)

command, control, communications, computers, and intelligence (C4I)

commander(s) in chief

commando(s)

command post(s)

commingle(s), commingled, commingling

commiserate(s), commiserated, commiserating

commit(s), committed, committing

common law(s) (n)

common-law (adj)

commonplace

common sense (n)

commonsense (adj)

commonwealth(s)

communications system(s)

communique(s)

communitywide

Community-wide (IC)

companywide

compatible

compel(s), compelled, compelling

compendium(s)

complement(s), complemented, complementing (n, v, complete)

compliment(s), complimented, complimenting (n, v, praise)

compose(s), composed, composing (to constitute or to make up; see *comprise*)

comprehensible

comprise(s), comprised, comprising (to contain or to consist of; see *compose*)

compromise(s), compromised, compromising (n, v)

computer-generated (um)

computer literate

concede(s), conceded, conceding

concerted (mutually contrived or agreed upon)

conclave(s) (secret meeting, not just any gathering)

concomitant

cone-shaped (um)

confectionery, confectioneries (pl)

confidant(s) (n, one with whom confidences are shared; see *confident*)

confidence- and security-building (um)

confidence-building (um)

confident (adj, self-assured; see *confidant*)

congressional (non-US)

Congressional (US)

con man

connoisseur(s)

consensus(es) (an opinion held collectively, not simply by a majority)

consensus builder

consensus building (n)

SPELLING AND COMPOUND WORDS LIST

C05757260

consensus-building (um)

consortium(s)

constitution(s) (a state's)

Constitution (a country's)

consul(s) (n, foreign service officer; see *council, counsel*)

consul(s) general

consumer price index(es)

consummate

containership(s)

contemptible

continental shelf, continental shelves (pl)

contra (pref, usually one word)
but
contra-acting
contra-approach
contra-ion

contraband (no s)

control(s), controlled, controlling (n, v)

controllable

converter(s)

convertible(s) (n, adj)

conveyor(s)

coolheaded

coolly

copper mine(s) (n)

copper-plated (um)

copperplate(s)

copperworker(s)

copperworks

cornerstone(s)

corn growing (n)

corollary, corollaries (pl)

corps (sing, pl)

corral(s), corralled, corralling (n, v)

corroborate(s), corroborated, corroborating

cost-cutting (n, um)

cost-effective (adj)

cost-effectiveness (n)

cost-free (adj)

cost-of-living (um)

cost-reduction (um)

council(s) (n, deliberative assembly, its works or membership; see *consul, counsel*)

councilor(s) (council member; see *counselor*)

counsel(s), counseled, counseling (v, n; advice and the person offering it; see *consul, council*)

counselor(s) (adviser; see *councilor*)

counter (cf, usually one word)
counterclockwise
counterintelligence (CI)
counterrevolutionaries
counterstealth
but
counter-countermeasures

country-specific (um)

country-western

countrywide

coup(s) d'etat

coupmaker(s)

course work

courthouse(s)

court-martial(s), court-marshaled, court-marshaling

court(s)-martial (n)

covername(s)

coversheet(s)

cover story, cover stories (pl)

cover(s) up, covered up, covering up

coverup(s) (n, um)

crack (cocaine)

crack(s) down, cracked down, cracking down

crackdown(s) (n, um)

crackhead(s)

cradle-to-grave (um)

crankcase(s)

crank-driven (um)

crankshaft(s)

crash-land(s), crash-landed, crash-landing

crash landing(s) (n)

credence (belief or mental acceptance)

credible (worthy of belief and judged plausible)

credibility (the quality of being believable)

credit card(s) (um)

credit-starved (um)

creditworthiness

crewmember(s)

crew-training (um)

crimewave(s)

crisis, crises (pl)

crisscross(es), crisscrossed, crisscrossing (n, adj, v)

criteria (the singular, *criterion*, is rarely used)

critical thinking (adj)

crop-dusting(s) (n)

crop index(es)

crop-year(s)

cross-border (adj)

crossbreed(s)

cross-channel

cross-check(s), cross-checked, cross-checking (n, v)

cross-connect(s), cross-connected, cross-connecting (n, v)

cross-country (adj)

crosscurrent(s)

crosscut(s), crosscut, crosscutting (n, adj, v)

cross-examination(s)

cross-examine(s), cross-examined, cross-examining

crossfire(s)

cross-functional

crosshaul(s), crosshauled, crosshauling

crossline(s) (n, um)

cross-national (um)

crossover(s) (n)

cross-pressure(s)

cross-purposes

crossrange(s)

cross-reference(s), cross-referenced, cross-referencing (n, v)

crossroads

cross section(s) (n)

cross-section(s), cross-sectioned, cross-sectioning (v)

cross-sectional

cross-strait (adj)

cross-target(s)

crosstrading

crosstrained

crosswalk(s)

crosswise

cruise missile(s) (n, um)

cruise-missile-armed (um)

cruise-missile-related (um)

cryptanalysis, cryptanalyses (pl)

crypto (cf, usually one word)
but
crypto-Christian

crystal-clear (um)

crystalline

crystallize(s), crystallized, crystallizing

culminate(s), culminated, culminating (takes the preposition *in*)

Cultural Revolution

cum laude

cure-all(s) (n)

current account(s) (n, um)

current-generation (um)

curriculum(s)

cursor(s)

custom-built (um)

custom-made (um)

cutaway(s)

cutback(s) (n)

cut(s) in, cut in, cutting in

cut-in(s) (n)

cut(s) off, cut off, cutting off

cutoff(s) (n, um)

cutouts (n)

cutover (um, of timberland)

cutrate (adj)

cutting-edge (um)

cutthroat(s) (n, adj)

cyber (cf, usually one word)
cybercrime
cyberjack(s), cyberjacked, cyberjacking
cyberspace

czar(s)

czarist(s)

SPELLING AND COMPOUND WORDS LIST

D

dairy farm(s)
dairyman, dairymen (pl)
damsite(s)
dark horse(s) (n)
darkhorse (um, nonliteral)
data (the singular, *datum*, is rarely if ever used)
database(s)
data link(s)
data print(s)
data-processing (um)
data transfer rate(s)
dateline(s)
date stamp(s) (n)
date-stamp(s), date-stamped, date-stamping
daughter(s)-in-law
daylong
day school(s)
day shift(s)
daytime(s)
day-to-day
dayworker(s)
D-day
D-day plus 4
de (pref, all one word)
deemphasize(s), deemphasized, deemphasizing
deemphasis
deenergize(s), deenergized, deenergizing
deescalate(s), deescalated, deescalating
deice(s), deiced, deicing
deaddrop(s) (nonliteral)
dead end(s)
dead heat(s)
dead-in-the-water (um)
deadline(s)
deadload(s)
deadlock(s)
deadpan(s)
deadweight(s) (n, um)
deadwood
dealmaker(s)
dealmaking
deathbed(s)
deathblow(s)
deathlike
death rate(s)
death squad(s)
debris
debt-rescheduling (um)
debt service(s)
decadelong, decades-long (pl)
decadent
decade-old
decisionmaker(s)
decisionmaking
but
economic decision making (it is the decisions that are economic, not the making; hence *decision* and *making* are separated)
deckhand(s)
deductible(s) (n, adj)
deep cover
deep-ocean (adj)
deep-sea (adj)
deep-seated (um)
deep-space (adj)
deep underground
deepwater (um)
de facto
defense(s)
defense attache(s)
defense-industrial (um)
defensible
defuse(s), defused, defusing (to remove a fuse; to deintensify; see *diffuse*)
degrees Celsius (or **Fahrenheit**)
deja vu
de jure
demagogue(s)
demarcation(s)
demarche(s)
denouement(s)

deorbit(s), deorbited, deorbiting (n, v)
dependent(s) (n, adj)
deploy(s), deployed, deploying
deprecate(s), deprecated, deprecating (express disapproval of something)
depreciate(s), depreciated, depreciating (besides its applications to prices and values, means to belittle something)
depth charge(s)
deputy chief(s) of staff
Deputy Permanent Representative to the UN
descendant(s) (n, adj)
desiccate(s), desiccated, desiccating
desktop(s)
desperate (distressed; see *disparate*)
despise(s), despised, despising
detente(s)
deter(s), deterred, deterring
deterrence(s)
deterrent(s)
detriment(s)
devastate(s), devastated, devastating
develop(s), developed, developing
development(s)
developed-country (adj)
developing-country (adj)
device(s) (n)
devise(s), devised, devising
devotee(s)
dexterous
diagram(s), diagramed, diagraming
diagrammatic
dialogue(s)
die(s), died, dying
diehard(s) (n, adj)
diesel-driven (um)
diesel-electric
diesel engine(s)
diffuse(s), diffused, diffusing (to spread; see *defuse*)
directed-energy (adj)
direction-finding (um)
director(s) general
disastrous
discernible
discreet (cautious, prudent)
discrete (separate, distinct)
discussible
disequilibrium(s)
disinformation (the deliberate planting of false reports)
disinterested (impartial; see *uninterested*)
disk(s)
disk drive(s)
disparate (different; see *desperate*)
dispatch(es), dispatched, dispatching
dispel(s), dispelled, dispelling
dispersible
dissension
distill(s), distilled, distilling
distillation(s)
distribute(s), distributed, distributing
distribution(s)
distributor(s)
districtwide
divisible
dockworker(s)
doctrinaire
DOD (Department of Defense)
dogfight(s)
doggerel
dogma(s)
dollar-peso exchange rate
dominance
dominant (adj)
dominate(s), dominated, dominating
donor-country (um)
doomsday
Doppler
dossier(s)
dot-com
double agent (n)
double-agent (adj)

double-barrel (n, um)
double-barreled (um)
double check(s) (n)
double-check(s), double-checked, double-checking
double-count(s), double-counted, double-counting (um, v)
double cross(es) (n)
double-cross(es), double-crossed, double-crossing
double-crosser(s)
double-dealer(s)
double-dealing (n, um)
double-decker(s)
double-digit (um)
double-duty (um)
double-edged (um)
double-entry (um)
double play(s)
double space(s) (n)
double-space(s), double-spaced, double-spacing
doubletalk
double time
double-track(s), double-tracked, double-tracking (v, um)
down-and-out (um)
dovetail(s), dovetailed, dovetailing
downcast
downdraft(s)
downfall(s)
downflow(s)
downgrade(s), downgraded, downgrading (n, v)
downhill(s) (n, adj, adv)
downline(s)
down-link(s)
download(s), downloaded, downloading (n, v)
downpayment(s)
downplay(s), downplayed, downplaying
downpour(s)
downrange (adv)
downriver (adj, adv)
downside(s)
downsize(s), downsized, downsizing
downstream (adj, adv)
downswing(s)
Down syndrome
downtime(s)
down-to-earth (adj)
downtrend(s)
downturn(s)
downward
downwind
draconian measures
draft(s), drafted, drafting (n, v)
draft age (um)
drawbridge(s)
drawdown(s) (n, um)
drawn-out (um)
dreadlocks
drive-by (n, adj)
drive-in(s) (n, adj)
drive shaft(s)
drive-through(s) (n, adj)
drive(s) up, drove up, driving up
drive-up (um)
drop(s) off, dropped off, dropping off (v)
dropoff (n, um)
drop(s) out, dropped out, dropping out
dropout(s) (n)
drought(s)
droughtlike
drought-stricken (um)
drug czar(s)
drug-free (um)
drug lord(s)
drug money (n, um)
drug mule
drug-producing (um)
drug runner
drug-smuggling (um)
drug traffic
drug trafficker
drug-trafficking (um)

dry cleaner(s) (n, um)
drycleaning
drydock(s)
dry-season (um)
dual-purpose (adj)
dual-use (um)
due date(s)
dues-paying (um)
dumpsite(s)
duo (cf, all one word)
dutybound
duty-free (um, adv)
dye(s), dyed, dyeing (coloring)
dysfunction
dysfunctional

E

18-year-olds
e- (cf, usually hyphenated)
e-book(s)
e-business(es)
e-commerce
e-mail(s), e-mailed, e-mailing (n, v)
e-trade(s)
e-trading
e-zine(s)
earful(s)
early-1980s-vintage (um)
early or mid-1990s
early or mid-March
early-model (um)
early-to-mid(dle) 1990s
early-to-mid-March
early warning (um, of radar)
earthmover(s)
earthmoving
east-southeast
eastward
easygoing
economic decision making
economic policy making
edgewise
editor(s) in chief
effect(s), effected, effecting (n, result, outcome; v, bring about, perform; see *affect*)
ego(s)
either (as a subject, takes a singular verb and pronoun)
elan
elbowroom
eldercare
elect (suffix, hyphenated)
President-elect
Senator-elect
election (singular unless the context is plainly plural, as in the last four national elections)
electro (cf, usually one word)
electromagnetic
electrotechnics
but
electro-optics
electro-ultrafiltration
eleventh-hour (adj)
elicit(s), elicited, eliciting (v, to draw out; see *illicit*)
eligible
elite(s) (n, adj)
ellipsis, ellipses (pl)
elusive (hard to capture; see *illusive*)
embargo(es)
embarkation(s)
embarrass(es), embarrassed, embarrassing
embarrassment(s)
embed(s), embedded, embedding
embellish(es), embellished, embellishing
embellishment(s)
emigrant(s) (person moving to a new country; see *immigrant*)
emigrate(s), emigrated, emigrating (leave one's country for a new one; see *immigrate*)
emigre(s) (an emigrant)
eminence grise, eminences grises (pl)
emptyhanded
encase(s), encased, encasing
enclose(s), enclosed, enclosing
enclosure(s)

SPELLING AND COMPOUND WORDS LIST

encumber(s), encumbered, encumbering
encumbrance(s)
encyclopedia(s)
end date(s)
endgain(s)
endgame(s)
end item(s)
endorse(s), endorsed, endorsing
endorsement(s)
end point
end run (n)
end-run(s), end-ran, end-running (v)
end use(s) (n)
end-use (adj)
end-use item(s)
end user(s) (n)
end-user (adj)
enforce(s), enforced, enforcing
enforcement(s)
enfranchise(s), enfranchised, enfranchising
engine-driven (um)
engine driver(s)
enginehouse(s)
engineroom(s)
English-speaking (um)
en masse
ennui
enormity, enormities (pl) (great wickedness)
enormousness (n, great size)
enroll(s), enrolled, enrolling
enrollment(s)
en route
ensure(s), ensured, ensuring (guarantee; see *assure*, *insure*)
enterprise(s)
entrench(es), entrenched, entrenching
entrepot(s)
entrepreneur(s)
entrepreneurial
entrepreneurialism
entrepreneurship
entrust(s), entrusted, entrusting
entry into force
entwine(s), entwined, entwining
envelop(s), enveloped, enveloping
envelope(s) (n)
environmental impact (um)
environmental protection (um)
environmental technology (um)
epilogue(s)
equal(s), equaled, equaling (n, v)
equality, equalities (pl)
equal rights (n, um)
Equator
equilibrium(s)
equip(s), equipped, equipping
equipment
erector-launcher(s)
erratum, errata (pl)
error message(s)
escapable
escudo(s)
esprit de corps
et al. (see section 3.11)
ethno (cf, usually one word)
euro(s) (n, currency)
euro zone (n)
euro-zone (um)
Euro (cf, usually one word)
Eurodollar
Euroloan
Eurotunnel
European Central Bank (ECB)
European Union
evacuee(s)
evenhanded
even-numbered (um)
even-keeled (um)
even-tempered (um)
ever-present (um)
everyday
ex cathedra
ex-serviceman, ex-servicemen (pl)

SPELLING AND COMPOUND WORDS LIST

exceed(s), exceeded, exceeding
excel(s), excelled, excelling
exchange rate(s) (n, um)
excise(s), excised, excising (n, v)
ex-civil-servant (n, adj)
excommunicate(s), excommunicated, excommunicating
Executive Order(s) (US President)
exercise(s), exercised, exercising (implement, train; see *exorcise*)
ex-Governor(s)
exhibitor(s)
exhilarate(s), exhilarated, exhilarating
exhort(s), exhorted, exhorting
exhortation(s)
ex officio
exonerate(s), exonerated, exonerating
exoneration(s)
exorbitant
exorcise(s), exorcised, exorcising (purge; see *exercise*)
expediter(s)
expel(s), expelled, expelling
export-control (adj)
expose(s), exposed, exposing (v [two syllables], to lay open)
expose(s) (n [three syllables], an exposure)
ex post facto
expulsion(s)
extant (in existence)
extol(s), extolled, extolling
extra(s) (n)
extra (as pref, usually one word)
extracurricular
extra-heavy (um)
extra-large (um)
extra-long (um)
extramural
extraordinary
extraterritorial
extremely-low-frequency (adj)
eye(s), eyed, eying
eye-catching (um)
eyeglasses
eye opener(s)
eye-opening
eye to eye
eyewitness(es)

F

facade(s)
face-saving (um)
face-to-face (adj, adv)
factbook(s)
factfinding
factsheet(s)
Fahrenheit
fail-safe(s) (n, adj)
fair-haired (um)
fairminded
fair-skinned (um)
fait accompli, faits accomplis (pl)
fall(s) (autumn)
fallback(s) (n, um)
fall guy(s)
fallible
falling-out (n)
falloff(s) (n)
fallout(s) (n, um)
fall wheat
faraway (um)
far cry, far cries (pl)
farfetched
farflung
far-left (adj)
far-leftist (um)
farm bloc(s)
farm-bred (um)
farmland(s)
farmwork
farmworker(s)

far-reaching (um)
far-right (adj)
far-rightist (um)
farseeing
farsighted
farther (physical or literal distance; see *further*)
farthest
fast-breaking (um)
fast breeder reactor(s)
fast-moving (um)
fast-food (adj)
father(s)-in-law
fatwa(s)
faultfinding (n, adj)
faultline(s)
favor(s), favored, favoring (n, v)
fax(es), faxed, faxing (n, v)
fearmongering
feasible
featherbedding (n)
fedayeen (sing, fedayee, rare)
federal government(s) (non-US)
Federal Government (US only)
feedback (n)
feedgrain(s)
fellow traveler(s)
fence jumper(s)
fence-mending
fence-sitter(s)
fence-sitting
ferro (cf, usually one word)
  but
  ferro-carbon-titanium
  ferro-uranium
ferryboat(s)
fiasco(es)
fiber(s)
fiberboard(s)
fiberglass
  but
  trade name Fiberglas
fiber-optic (um)
fiber optics (n)
field day(s)
field-deployed
field grade(s) (n)
field-grade (adj)
fieldpiece(s)
field-test(s), field-tested, field-testing (v)
fifth column(s)
fighter-bomber(s)
fighter-interceptor(s)
fighter pilot(s) (n, um)
fig leaf, fig leaves (pl)
figure 4 (reference)
figure eight(s)
figurehead(s)
file clerk(s)
file name
filmmaker(s)
filmmaking
final assembly area(s)
fine-tune(s), fine-tuned, fine-tuning (v)
finger pointing (n)
fingerprint(s)
firearm(s)
fireball(s)
firebomb(s), firebombed, firebombing
fire control(s) (n)
fire-control (adj)
firecracker(s)
fire drill(s) (n, adj)
firefight(s)
firefighter(s)
firefighting
fire-hardened (um)
firepower
fireproof(s), fireproofed, fireproofing (adj, v)
fire-resistant (um)
firesafe
fire storm(s)
fire-support (adj)
firetruck(s)

firewall(s)

firewood

firm-handed (um)

first aid (n, um)

first-ballot (adj)

firstborn

first-class (adj)

first-come-first-served

first-echelon (adj)

first-half (adj)

firsthand (adv, um)

First Family

First Lady, First Ladies (pl)

firstline (adj)

first-quarter (adj)

first-rate (adj)

first-stage (adj)

first-time (adj)

fistfight(s)

fit(s) out, fitted out, fitting out

fitting-out (um)

fivefold

five-pointed (um)

Five-Year Plan (if specific)

fixed-rate (adj)

fixed-wing (adj)

fjord(s)

flagship(s)
but
American flag ship

flameproof(s), flameproofed, flameproofing (adj, v)

flamethrower(s)

flammable (literal)

flare(s) up, flared up, flaring up

flareup(s) (n)

flashpoint(s)

flatbed(s) (n, adj)

flatcar(s)

flatfoot, flatfeet (pl, physical condition of foot); **flatfoots** (pl, policemen)

flat-footed

flaunt(s), flaunted, flaunting (to display ostentatiously; see *flout*)

fledgling(s)

flexibility

flexible

flier(s)

flight control (adj)

flightcrew(s)

flight deck(s)

flight-hour(s)

flightline(s)

flightpath(s)

flight test(s) (n, adj)

flight-test(s), flight-tested, flight-testing (v)

flight time(s)

flip-flop(s), flip-flopped, flip-flopping (n, v)

floodgate(s)

floodlight(s)

flood plain(s)

floodwater(s)

floor-length

floor plan(s)

floorspace(s)

flounder(s), floundered, floundering (to stumble about clumsily; see founder)

flout(s), flouted, flouting (to treat with contempt; see *flaunt*)

flow chart(s)

fluorescent(s) (n, adj)

fluoro (cf, all one word)

flyaway (adj)

flyover(s)

f.o.b. (free on board)

focus(es), focused, focusing (n, v)

fold (suffix, usually one word)
twofold
fourfold

foldout(s)

follow-on(s) (n, um)

followthrough(s) (n, um)

follow-up(s) (n, um)

follow(s) up, followed up, following up (v)

foodgrain(s)
food grower(s) (n)
food-processing (um)
foodstore(s)
foodstuff(s)
foolhardiness
foolhardy
foolproof
foot-and-mouth (adj)
footbridge(s)
foot-dragging
foothill(s)
foothold(s)
footnote(s), footnoted, footnoting (n, v)
foot-pound(s)
footprint(s)
foot soldier(s)
footstep(s)
forbear(s), forbore, forborne, forbearing
(v, tolerate; see *forebear*)
forbid(s), forbade, forbidding
force majeure
forebear(s) (n, ancestor; see *forbear*)
forced labor
force-feed, force-fed, force-feeding
forefront(s)
forego(es), forewent, foregone, foregoing
(precede; see *forgo*)
foregone conclusion
foreground(s)
foreign decisionmaking
foreign exchange(s) (n, um)
foreign-government-backed (um)
Foreign Military Sales (a US Government program)
foreign policy making
Foreign Service (US only)
foremost
foresee(s), foresaw, foreseen, foreseeing
foreseeable
forestall(s), forestalled, forestalling
forest-covered (um)
forest land(s)
foreword(s) (prefatory note)
forgettable
forgo(es), forwent, forgone, forgoing
(do without; see *forego*)
forklift(s)
format(s), formatted, formatting (n, v)
formateur(s)
forsake(s), forsook, forsaken, forsaking
forswear(s), forswore, forsworn, forswearing
forte(s)
forthcoming
forthright
forthwith
fortuitous (happens by chance or accident)
fortune-teller(s)
forum(s)
forward (adj, adv, opposite of backward)
forward-based (um)
forward-looking (um)
founder(s), foundered, foundering (to go lame, collapse, sink, fail; see *flounder*)
four-star (adj)
fourth-quarter (adj)
four-wheel drive(s) (n)
four-wheel-drive (um)
framework(s)
Franco-Prussian War
fraught
free (suffix, usually hyphenated)
duty-free
rent-free
but
carefree
freedom fighter(s)
free enterprise(s) (n, um)
free-fall(s)
free-for-all(s)
free hand(s) (n)
freehand (adj, adv)
freelance(s), freelanced, freelancing (n, adj, v)
freelancer(s)

free market(s) (n, um)
free-marketeer(s) (n)
free-market-oriented (um)
free port(s)
freer
free-spoken (um)
freestanding
freethinker(s)
freethinking
free trade (n, um)
free-trade-oriented
freeway(s)
freewheeling
free will (n)
freewill (um)
freeze-dry, freeze-dries, freeze-dried, freeze-drying
freight car(s)
French Canadian
but
Italian-American
Chinese-American
French-English
French Revolutionary period
freshwater (um)
frogman, frogmen (pl)
front burner(s)
front-end (adj)
front-load(s), front-loaded, front-loading (v)
frontline(s)
front man, front men (pl)
front page(s)
frontrunner(s)
frontrunning
frontseat(s)
frost-free (um)
frostline(s)
frostproof(s), frostproofed, frostproofing (adj, v)
fruit growing (n)
fuel pump(s)
full-blown
fullblooded
fullface
fulfill(s), fulfilled, fulfilling
fulfillment(s)
full-fledged
full-grown (um)
full load
full-scale (adj)
full-scope (adj)
full-speed (adj)
full-strength (adj)
full-time (adv)
fulsome (adj, offensive to the senses or loathsome; *not* complete or full)
fundraiser(s)
fundraising(s)
funnel(s), funneled, funneling (n, v)
funnel-shaped (um)
further, furthest (generally conveys notion of additional degree, time, or quantity; see *farther*)
fuse(s), fused, fusing (n, v, preferred spelling except for missile and other military applications; see *fuze*)
fuselage(s)
fuze(s), fuzed, fuzing (certain military senses; see *fuse*)
FY 2010

G

gainsay(s), gainsaid, gainsaying
gallbladder(s)
Gambia, The
game plan(s)
gas-canister bomb(s)
gas-driven (um)
gasfield(s)
but
oil and gas fields
gas-fired (um)
gas-flow (adj)
gas-gathering (um)
gas-heated (um)

gas-laden (um)
gaslight(s)
gasline(s)
gas main(s)
gas mask(s)
gas oil
gastro (cf, usually one word)
gas well(s)
gasworker(s)
gasworks
gatekeeper(s)
gauge(s)
gazetteer(s)
GDP (gross domestic product)
gearbox(es)
gear-driven (um)
gearshift(s)
gendarme(s)
gendarmerie (collective)
general counsel(s)
general-purpose (adj)
gentlemen farmer(s)
geopolitics
ghetto(s)
ghostwrite(s), ghostwrote, ghostwriting
ghostwriter(s)
gibe(s), gibed, gibing (n, v, taunt or sneer; see *jibe with*)
gigawatt-hour(s)
give-and-take(s) (n)
give(s) away, gave away, giving away (v)
giveaway(s) (n)
glad hand (n)
glad-hand(s), glad-handed, glad-handing (v)
glamorous
glamour
glasnost
glassmaking
globetrotting
glove box(es)
GmbH (German equivalent of the US Inc.)
GNP (gross national product)
go-ahead(s) (n)
go-around(s)
go-between(s) (n)
go-getter(s)
going(s)-on
gold mine(s)
goodbye(s)
good-faith (adj)
good-hearted (um)
good-heartedness
good-humored (um)
good offices
good-quality (adj)
good-to-excellent (um)
goodwill (in economics)
good will (usually literal senses)
go-slow(s)
gossiped-about (um)
gossipmonger(s)
government(s) (when referring to a sovereign state, capitalize in phrases like *Egyptian Government*; lowercase when used alone or with nonsovereign entities; see *Hong Kong government*)
government(s)-in-exile
governmentwide
governor(s) general
grab bag(s)
graded earth runway(s)
grainfield(s)
grainland(s)
grandstanding
grant(s)-in-aid
grapevine(s)
grassroots (nonliteral)
gravesite(s) (n)
gray(s), grayed, graying (adj, v)
gray arms broker(s)
gray arms market(s)
gray-market (um)
great-aunt(s)
Greater London

great-grandfather(s)
great-grandmother(s)
Great Himalaya Range
great-power (adj)
great-uncle(s)
greenbelt(s)
green card(s)
greenhouse(s)
grievous
ground attack (adj, of aircraft)
ground-based (um)
groundbreaking(s) (n, adj)
groundburst(s)
ground-controlled (um)
ground crew(s)
ground-effect vehicle(s) (generic for a Hovercraft or similar machine)
ground fire
ground force(s) (n, adj)
ground-launched (um)
ground-mobile (um)
ground rules
ground station(s)
ground support (adj, of equipment)
ground swell(s)
ground test(s) (n, adj)
ground-test(s), ground-tested, ground-testing (v)
ground war(s)
groundwater(s)
groundwave(s)
groundwork
groupthink
growth rate(s)
gruesome
G-7 summit(s)
guarantee(s), guaranteed, guaranteeing (n, v)
guaranty, guaranties (pl) (n, used only in legal sense)
guardhouse(s)
guerrilla(s)
guesswork
guest worker(s)
guidance and control (um)
guided-missile (adj)
guided-missile cruiser
guideline(s)
guide rail(s)
Gulf state(s) (Persian)
Gulf war (Persian understood)
gun-barrel (adj)
gun battle(s)
gunbearer(s)
gun-bore (adj)
gundeck(s)
gunfighting
gunfire
gun(s)-for-hire (n)
gunmaking
gunman, gunmen (pl)
gun mount(s)
gunpoint
gunpowder(s)
gunrunner(s)
gunrunning
gunship(s)
gunshot(s)
gunsight(s)
gun tube(s)
gunsmith(s)
Gypsy, Gypsies (pl)

H

habeas corpus (sing, pl)
Hague, The
hailstone
hailstorm
hairbreadth
hairline
hairsplitting

hajj(es) (Muslim pilgrimage)
hajji(s) (Muslim pilgrim; capitalize only if it precedes a person's name)
half brother(s)
half-day (adj)
half-dozen (adj)
halfhearted
half hour
half-hourly (um)
half-life
half load
half-mast
half measure
half-mile (adj)
half-million (adj)
half-monthly (adj)
half moon
half-ripe (um)
half sister(s)
half-speed (adj)
half-step
half-strength (adj)
halftime
halftrack
half-truth
halfway
half-yearly
Halley's comet
hallmark
ham-fisted (adj)
hamstring(s), hamstrung, hamstringing (n, v, adj)
handbook
hand-built (um)
hand-carry(s), hand-carried, hand-carrying
handclasp(s)
handcuff(s)
hand-deliver(s), hand-delivered, hand-delivering (v, adj)
handgrenade(s)
handgun(s)
handheld (adj)
hand-holding
handicap(s), handicapped, handicapping
hand-in-hand
handmade
hand-me-down(s) (n, um)
hand(s) off, handed off, handing off
handoff(s) (n, um)
hand(s) out, handed out, handing out
handout(s) (n, um)
hand(s) over, handed over, handing over
hand-over(s) (n)
handpicked
handrail(s)
handshake(s)
hands-off (adj)
hands-on (adj)
hand-wringing
handwritten
hangers-on
hangup(s)
harass(es), harassed, harassing
harbormaster(s)
hard-and-fast
hardball
hard-charging (um)
hardcopy
hard core (n, adj)
hardcover
hard currency (n, um)
hard drive(s)
hard-driving (um)
hardhat(s)
hardheaded
hard-hit (um)
hard-hitting (um)
hard line(s)
hardline (adj)
hardliner(s)
hard-nosed (adj)
hard-pressed (um)
hardstand(s)

hard-target (adj)
hard up
hardware
hardwired (adj)
hard-won (um)
hard work
hardworking (adj)
harebrained
harvesttime
has-been(s)
have-not(s) (n, adj)
H-bomb(s)
headfirst
headlight(s)
headline(s)
headlong
head-on (adj, adv)
headquarter(s), headquartered, headquartering (n, v)
headrest(s)
headroom
headstart(s)
headstrong
heads-up (n, adj)
head-to-head (um)
headwaters
headway(s)
health care (n)
health-care (um)
healthful (producing health)
health worker(s)
healthy (in good health)
heartbeat(s)
heartland(s)
heat-resistant (um)
heat-seeking (um)
heavy bomber(s) (n, um)
heavy bomber base(s)
heavy-duty (adj)
heavyhanded
heavy hitter(s)
heavy-lift (adj)
heavy-set (um)
heavy-water (adj)
heavy-water-moderated (um)
heavyweight (n, um)
hedgehop(s), hedgehopped, hedgehopping
height-finding (adj)
heir(s) apparent
helicopter-borne (um)
hemisphere(s)
but
Western Hemisphere
hemorrhage(s)
Her Majesty's Government
hereafter
hereby
herein
heretofore
herewith
heterogeneous
heyday(s)
hidebound
hideout (n, um)
high-altitude (adj)
highborn
high-caliber (adj)
high-class (adj)
high-density (adj)
high-end (adj)
high-energy (adj)
higher-income
higher-level (um)
higher-paying
higher-ranking
higher-than-market price
higher-ups
highest-altitude (um)
highest-ranking
high-explosive (um)
high fidelity
highflier(s)

high-frequency (adj)
high-frequency direction-finding (um)
highhanded
high-intensity (adj)
highland(s) (n, um)
high-level (adj)
high light(s) (literal)
highlight(s) (nonliteral)
high-minded (um)
high point(s) (literal, nonliteral)
high-power (adj)
high-precision (adj)
high-pressure(s), high-pressured, high-pressuring (v, adj)
high-priced (um)
high-priority (adj)
high-profile (adj)
high-protein (adj)
high-quality (adj)
high-ranking (um)
high-resolution (adj)
high-rise (adj)
high school (n, um)
high-speed (adj)
high-strung (um)
high-tech(nology) (adj)
high-tension (adj)
high-value (adj)
high water mark
hijack(s), hijacked, hijacking (n, v)
hijacker(s)
hilltop(s)
hill tribe(s)
hindsight
hit-and-miss (adj)
hit-and-run (adj)
hit list(s)
hit man, hit men (pl)
hit-or-miss (adj)
HIV
HIV-positive (um)
hodgepodge(s)
hold off, held off, holding off
holdout(s)
holdover(s) (n, adj)
hold time(s)
holdup(s)
Holocaust (the)
home base(s)
homebrew(s)
homebuilding
home buyer(s)
homecoming(s)
home front(s)
homegrown
home guard(s)
homeland(s)
homemade
homeowner(s)
home page(s)
home port(s)
home-port(s), home-ported, home-porting
home rule
homesick
homestead(s)
homestretch(es)
hometown(s)
homeward
homogeneous
honeymoon(s)
Hong Kong government
honorbound
hookup(s) (n, adj)
horselaugh(s)
horseman, horsemen (pl)
horseplay
horsepower
horserace(s)
horseshoe(s)
horsetrade(s), horsetraded, horsetrading (n, v, nonliteral)
horsetrader(s) (nonliteral)

hostage taker(s)
hostage taking
host-country (adj)
host-government (adj)
host-nation (adj)
hotbed(s)
hot-blooded (um)
hot-button (adj)
hotheaded
hothouse(s)
hotline(s) (nonliteral)
hot-pursuit (adj)
hotspot(s)
hour-long
housebuilding
house call(s)
house-clean(s), house-cleaned, house-cleaning
housecleaner(s)
house-cleaning (um)
houseguest(s)
household(s)
housekeeping
  but
  safehouse keeper
  safehouse keeping
housework
hover craft (unless trade name Hovercraft)
HTML (hypertext markup language)
hull-less
human rights (n, um)
human-rights-related (um)
human-source (adj)
humdrum
HUMINT
hundredfold
hundredweight
hunger strike(s)
hunker(s) down, hunkered down, hunkering down
hush money
hush(es) up, hushed up, hushing up
hushup(s) (n, adj)
hydro (cf, usually one word)
  hydroelectric
  hydropower
  hydrostatic
hyper (pref, usually one word)
  hyperinflation
  hyperlink(s), hyperlinked, hyperlinking (n, v)
  hypertext system(s)
  but
  hyper-Dorian
hypocrisy
hypothesis, hypotheses (pl)

I

I-beam(s)
Iberian Peninsula
ibid. (see 3.11)
iceberg(s)
icebound
icebreaker(s)
icecap(s)
ice-covered (um)
icefield(s)
ice-free
icemaking
icepack(s)
ice shelf, ice shelves (pl)
ice skate(s) (n)
ice-skate(s), ice-skated, ice-skating
ice storm(s)
idiosyncrasy, idiosyncrasies (pl)
idiosyncratic
idyll(s)
ill-advised (um)
ill-advisedly
ill-at-ease (um)
illegible
ill-equipped (um)
ill health
illicit (n, illegal; see *elicit*)
illicit drug trafficking

SPELLING AND COMPOUND WORDS LIST

illiquid
illiquidity
ill-prepared (um)
ill-timed (um)
illusive (deceptive; see *elusive*)
ill will
image-building (um)
image-conscious (adj)
image-enhancing (um)
imam(s)
immersible
immigrant(s) (coming into; see *emigrant*)
impasse(s)
impel(s), impelled, impelling
impending (hint of threat or menace)
imperceptible
imperil(s), imperiled, imperiling
impermissible
impersuadable
impersuasible
implausible
implementer(s)
imply (implies), implied, implying (state something indirectly; see *infer*)
impostor(s)
imprimatur(s)
improvise(s), improvised, improvising
in absentia
inaccessible
inadmissible
inaudible
inbound
in-board (adj)
inbox(es)
Inc.
incise(s), incised, incising
incompatible
incomprehensible
incontrovertible
incorrigible
incorruptible
in-country (adj, adv)
incredible
incur(s), incurred, incurring
indefensible
indelible
Independence Day
in-depth (um)
indestructible
indeterminate
index, indexes (pl); **indices** (pl, scientific only)
indications-and-warning intelligence
indict(s), indicted, indicting (to accuse; see *indite*)
indigestible
indite(s), indited, inditing (to compose; see *indict*)
indivisible
Indo-European
industrialization
industrywide
inedible
ineligible
inequity, inequities (pl) (unfairness; see *iniquity*)
inexhaustible
in extremis
infallible
infantryman, infantrymen (pl)
infeasible
infer(s), inferred, inferring (draw a conclusion or make a deduction; see *imply*)
inferable
inference(s)
infighter(s)
infighting
inflammable (figurative)
inflexible
in-flight (um)
inflow(s)
influence-buying
information processing
infra (pref, usually one word)
but
infra-axillary
infra-esophageal
infra-umbilical

INF (intermediate-range nuclear forces) **Treaty**
in-garrison
ingenious (skillful)
ingenuous (without guile)
in group(s)
in-house (adj, adv)
iniquity, iniquities (pl) (sin; see *inequity*)
ink jet(s)
in-law(s)
inner-city (adj)
inner tube(s)
innocuous
innuendo(s)
inoculate(s), inoculated, inoculating
input(s), input, inputting (n, v)
inquire(s), inquired, inquiring
inquiry, inquiries (pl)
inshore
insignia (the singular, *insigne*, is rarely used)
in situ
insofar as
inspector(s) general
install(s), installed, installing
installation(s)
installment(s)
instill(s), instilled, instilling
insure(s), insured, insuring (cover by an insurance policy; see *assure*, *ensure*)
insurgency, insurgencies (pl)
insurgent(s)
intangible(s) (n, adj)
Intelink
intelligence-gathering (um)
intelligentsia
intelligible
integrity
inter (pref, usually one word)
interactive processing
inter alia
but
inter-American
inter-European
intercede(s), interceded, interceding
interceptor(s)
Interests Section (capitalize if US)
interfere(s), interfered, interfering
interleaving
intermediate-range ballistic missile (IRBM)
interment(s) (burial; see *internment*)
intermittent
intern(s)
internally displaced person(s) (IDP)
Internet
internment(s) (detention; see *interment*)
INTERPOL
interrepublic
interruptible
in-theater (adj)
intifada(s)
in toto
intra (pref, usually one word)
but
intra-atomic
intra-German
intransigent (n, adj)
intro (pref, all one word)
invincible
invisible
ipso facto
Iran-Contra
Iran-Iraq war
irascible
IRBM (intermediate-range ballistic missile)
iridescence
ironclad
ironfisted
ironically (involves incongruity between what might be expected and what actually occurs)
iron lung(s)
ironmaking
ironworking
ironworks
irreducible

SPELLING AND COMPOUND WORDS LIST

irreplaceable

irrepressible

irresistible

irresponsible

irreversible

Islamization

issues (are resolved, not solved)

iteration(s)

its (possessive of *it*; compare *it's*, the contraction of *it is;* contractions are rarely appropriate in formal writing)

J

jailbreak(s)

jawbone(s), jawboned, jawboning (n, v)

jerry-build(s), jerry-built, jerry-building

jerry-built (um; see *jury-rigged*)

jet aircraft

jet airliner(s)

jet bomber(s)

jetliner(s)

jet-powered (um)

jet-propelled (um)

jet propulsion

jet set(s)

jibe with (informally, be consonant with; see *gibe*)

jihad(s)

jobholder(s)

jobseeker(s)

joint-service (adj)

joint-stock (adj)

joint-venture (adj)

journeyman, journeymen (pl)

judgment(s)

jump(s) off, jumped off, jumping off

jumpoff(s) (n, um)

jump-start(s), jump-started, jump-starting (n, v, adj)

jury-rigged (um; see *jerry-built*)

just-completed (um)

just-in-time (um)

K

kaleidoscopic

keel-laying (um)

kerosene(s)

ketchup(s)

keypad(s)

keyword(s)

kick(s) back, kicked back, kicking back

kickback(s) (n, um)

kick-start(s), kick-started, kick-starting

kidnap(s), kidnapped, kidnapping

kidnapper(s)

kidney stone(s)

killjoy(s)

kill rate(s)

kilobyte(s) (KB)

Kilo-class (um)

kilowatt-hour(s) (kWh)

kimono(s)

kingmaker(s)

kingpin(s)

king-sized (um)

km/h (kilometers per hour)

knee-jerk (um)

know-how

know-it-all(s) (n)

knowledgeable

know-nothing(s) (n, adj)

Korean war

kowtow(s), kowtowed, kowtowing

Kresta-II(s)

kudos (never *kudo*)

L

label(s), labeled, labeling
labeler(s)
Labor Day
labor-intensive (um)
laborsaving
labor union(s)
lackluster
laid-back (adj)
laid-off (um)
laid-up (participle)
laissez-faire (n, adj)
lakebed(s)
lakefront(s)
lameduck(s) (nonliteral)
LAN (local area network)
land-attack (adj, of a missile)
land base(s)
land-based (um)
landborne
landbound
land bridge(s)
landfill(s)
landgrab(s)
landholding
landline(s)
landlocked
landlord(s)
landmass(es)
landmine(s)
land-mobile (um)
landowner(s)
landownership
landowning
land-poor (um)
Land Rover(s)
Landsat (US Earth resources satellite)
landslide(s)
land tax(es)
land-use (adj)
landward
landwire(s)
lapdog(s)
large-scale (adj)
largess
last-ditch (adj)
last-minute (adj)
last resort(s) (n)
last-resort (adj)
latecomer(s)
late-model (adj)
late-night (adj)
late-payment (adj)
Latin American country (countries)
latter-day (adj)
launch crew(s)
launch(es), launched, launching on tactical warning
launch-on-tactical-warning (n, um)
launch(es), launched, launching on warning
launch-on-warning (n, um)
launchpad(s)
launch point(s)
launchsite(s)
but
space launch site
launch stand(s)
launch weight(s)
law-abiding (um)
law-and-order (adj)
lawbreaker(s)
lawmaking
lawsuit(s)
lay(s), laid, laid (to put, place, or prepare; always takes a direct object; see *lie*)
layoff(s) (n, adj)
layout(s) (n, adj)
layover(s) (n, adj)
layperson, laypeople (pl)
lay(s) up, laid up, laying up
layup(s) (n, um)

SPELLING AND COMPOUND WORDS LIST

LCD(s) (liquid crystal display)
lead-in(s) (n, um)
leading edge(s) (n)
leading-edge (um)
leading-edge (adj)
leadtime(s)
lead(s) up, lead up, leading up
lead-up(s) (n, um)
League of Nations
leakthrough(s)
leapfrog
leap year(s)
leather-bound (um)
leatherworking
lee shore(s)
leeward
left-hand (adj)
left-leaning (adj)
left-of-center (um)
left wing(s) (n)
leftwing (adj)
leftwinger(s)
legible
legman, legmen (pl)
legwork
lend-lease(s)
less (suffix, usually not hyphenated)
dataless
weaponless
but
hull-less
shell-less
less developed (no hyphen)
lesser-known
less-than-even (um)
letter bomb(s)
letter-perfect (um)
letterspacing
letterwriting
let(s) up, let up, letting up
letup(s) (n)
level(s), leveled, leveling
leveler(s)
levelheaded
liaison(s)
license(s)
license plate(s) (n, um)
lie(s), lay, lain (to recline or be situated; never takes a direct object; see *lay*)
lifeblood
lifeboat(s)
life cycle(s) (n, um)
lifeguard(s)
life insurance (n, um)
lifelike
lifeline(s)
lifelong
liferaft(s)
lifesaving
life-size (adj)
lifespan(s)
lifestyle(s)
lifetime(s)
lift(s) off, lifted off, lifting off
liftoff(s) (n)
lighter-than-air craft
lighthearted
light-water (adj, in reference to nuclear power)
light-water-reactor (um)
lightweight(s) (n, adj)
light-year(s)
like (suffix, usually one word)
businesslike
lifelike
but
bell-like
hull-like
likable
likelihood
like-minded (um)
Likud party
linchpin(s)
line-item (adj)
line-of-sight (um)

line(s) up, lined up, lining up
lineup(s) (n, um)
line width(s)
link(s) to, linked to, linking to
link(s) up, linked up, linking up
linkup(s) (n, um)
lipservice
liquefy (liquefies), liquefied, liquefying
liquid-propellant (adj)
liquid-propelled (um)
little-known (um)
little-used (um)
livedrop(s) (nonliteral)
live-fire (um)
livewire(s) (nonliteral)
living costs
llano(s)
Lloyd's (insurance)
Lloyds (bank)
loan-sharking (n, um)
loath (adj, reluctant)
loathe(s), loathed, loathing (detest)
locavore(s)
lock(s) on, locked on, locking on
lockon(s) (n, adj)
lock(s) out, locked out, locking out
lockout(s)
locus, loci (pl)
logbook(s)
loggerheads
log(s) in, logged in, logging in
logistic (adj)
logistics (n)
logjam(s)
log(s) off, logged off, logging off
log(s) on, logged on, logging on
London summit(s)
lonely-hearts club(s)
long ago (adv)
long-ago (um)
long-awaited (um)
long-bed(s) (n, adj; truck)
long-delayed (um)
long-distance (adj)
longest-ruling leader(s)
long-lasting (um)
long-lived (um)
long-range (adj)
long run(s) (n)
long-run (adj)
long shot(s) (n)
long-shot (adj)
long-sought (um)
longstanding (adj)
long-term (adj)
longtime (adj)
long-winded
look-alike(s) (n, adj)
lookdown/shootdown (um, of aircraft radar)
lookout(s) (n, um)
loop (as in, *in the loop*)
loophole(s)
loose-knit (um)
looseleaf (adj)
lopsided
loss-making (um)
loudspeaker(s)
low-altitude (adj)
low-cost (adj)
low Earth orbit(s) (n)
low-Earth-orbit (adj)
lowercase(s), lowercased, lowercasing (adj, v)
lower-class (adj)
lower-cost (adj)
lower-echelon (adj)
lower-profile (adj)
lower-grade (adj)
lower-house (adj)
lower-income (adj)
lower-level (adj)
lower-middle-class (adj)

low-flying (um)
low-frequency (adj)
low-income (adj)
low-key (adj, adv)
lowland(s) (n, um)
low-level (adj)
low-light (adj)
low-lying (um)
low-observable(s) (n, um)
low-paying (um)
low-power (adj)
low-pressure (adj)
low-priced (um)
low-profile (adj)
low-quality (adj)
Ltd.
lukewarm
lumberyard(s)
lump-sum (um)
lunchtime(s)

M

M.A.('s)
machine-building (um)
machine dependent
machinegun(s)
machine-made (um)
machine readable
machine shop(s)
machine tool(s)
machismo
macho (adj)
macro (cf, all one word)
made-over (um)
made-up (um)
madrasa(s)
magnate(s) (VIP)
magnet(s) (metal attractor)
magneto(s)
mah-jongg
mail merge(s), mail-merged, mail-merging (n, v)
mainframe(s)
mainland(s)
main line(s) (n, literal)
mainline(s), mainlined, mainlining
(adj, v, nonliteral)
mainspring(s)
mainstay(s)
mainstream(s) (n, adj)
major generals
make-believe (n, adj)
makeshift
makeup(s) (n, um)
make-work
mal (cf, all one word)
malware
manageable
manager-director(s)
man-day(s)
maneuver(s), maneuvered, maneuvering (n, v)
man-for-man
manhandle(s), manhandled, manhandling
manhole(s)
man-hour(s)
manic-depressive (avoid; prefer *bipolar*)
manifold(s) (n, adj, adv)
man (men) in the street
manmade (um)
man-of-war, men-of-war (pl)
manpack (adj)
man-portable (um)
man-portable air defense system (MANPADS)
manpower
mantel(s) (shelf)
mantle(s) (cloak)
man-year(s)
many-sided (um)
mapmaker(s)
mapreading
maquiladora(s)

marijuana
market-oriented (um)
marketplace(s)
marshal(s), marshaled, marshaling
mass-produce(s), mass-produced, mass-producing
masterful (domineering, powerful)
masterly (knowledgeable, skillful)
mastermind(s)
master's degree(s)
master stroke(s)
matrix, matrices (pl)
matter-of-fact (adj)
matter-of-factly (adv)
maxi(s) (n)
maxi (pref, all one word)
maximum(s)
May Day (1 May)
mayday(s) (distress call)
mea culpa
mealtime(s)
mean-spirited (um)
mean time (astronomical)
meantime (meanwhile)
meanwhile
meatpacking
media (always use pl)
media-savvy (um)
Medicaid
Medicare
medieval
medium- and high-altitude (adj)
medium and high altitudes
medium-size(d) (adj)
medium-to-high altitude (n)
medium-to-high-altitude (adj)
meetingplace(s)
mega (cf, usually one word)
megabyte(s) (MB)
megadose(s)
megaproject(s)
member state(s) (n)
member-state (adj)
memento(s)
memoir(s) (personal reminiscence)
memorandum(s)
memorandum(s) of understanding (MOU)
menu driven
merchandise
merchantman, merchantmen (pl)
merchant ship(s)
Mercosur
messhall(s)
messkit(s)
mestizo(s)
metal-coated (um)
metal-cutting (um)
metal-smelting (um)
metalworker(s)
metalworkers union (no apostrophe)
metalworking
metamorphosis, metamorphoses (pl)
metaphor(s) (implied comparison of dissimilar things)
meteorology
meter(s)
Metro Manila
Metropolitan London
Metropolitan Moscow
but
the Moscow metropolitan area
micro (cf, usually one word)
but
micro-organism
mid (cf)
mid- and late 1990s
mid-April
midcareer
midday
mid-decade
mid-18th century (n)
mid-18th-century (adj)
mid-ice
midinfrared
midlevel

SPELLING AND COMPOUND WORDS LIST

midmorning
mid-1960s-style (adj)
mid-1989
mid-1990s
mid-Pacific
midpoint(s) (n, adj)
midsixties
midterm(s) (n, adj)
midthirties
mid-to-late 1990s
mid-to-long-term (um)
midyear

middle age(s)

middle-aged (um)

middle class(s) (n)

middle-class (adj)

Middle East (n, adj)

Middle Eastern (adj)

Middle East war

middle ground

middle-income (adj)

middle-level (adj)

middleman, middlemen (pl)

middle-of-the-roader(s)

middle-size(d) (adj)

MiG-21(s)

mild-mannered (um)

mileage(s)

mile-long (um)

milepost(s)

milestone(s)

mile-wide (um)

milieu(s)

militate(s), militated, militating (to have weight or effect, for or against; see *mitigate*)

militiaman, militiamen (pl)

millennium, millennia (pl)

minable

mindreading

mind-set(s)

mineclearing (um)

minefield(s)

minehunter(s)

minehunting

minelayer(s)

minelaying

mineship(s)

minesite(s)

minesweeper(s)

minesweeping

mine warfare (n, um)

mineworks

mini (n)

mini (pref, usually all one word)
miniempire(s)
but
mini-estate

minimum(s)

minimum-security (adj)

minister-counselor(s)

minister(s)-designate

minister-president(s)

minuscule

minutes' (possessive case)

minutiae (the singular, *minutia*, is rarely used)

MIRVs (multiple independently targetable reentry vehicles)

unMIRVed

nonMIRVed

mischief-maker(s)

mischiefmaking

missile-equipped (um)

missile-related (um)

missile support(s) (n, um)

missile suspension(s) (n, um)

Missile Technology Control Regime (MTCR)

Mission (US, to the UN; not to be capitalized for other diplomatic offices, US or otherwise)

misspell(s), misspelled, misspelling

mitigate(s), mitigated, mitigating (to moderate or alleviate; see *militate*)

mixup(s)

mnemonics

mobile-erector-launcher(s) (n)

mobile missile(s) (n, um)

mockup(s) (n)

Mod 4
but
modified HY-4

model(s), modeled, modeling

modeler(s)

modem(s)

moderate-to-high (um)

modern-day (um)

modus operandi, modi operandi (pl)

modus vivendi, modi vivendi (pl)

mold(s), molded, molding (n, v)

molotov cocktail(s)

money laundering (n)

money-laundering (um)

money-losing (um)

moneymaker(s)

moneymaking

money market(s)

moneys (preferred plural of money [rather than *monies*]; sounds stilted in most contexts; use cash, funds, and similar everyday words)

moneysaving

monogram(s), monogrammed, monogramming

monologue(s)

monthend

monthlong (adj)

month-old (um)

months-long (adj)

mop(s) up, mopped up, mopping up

mopup (n, um)

moratorium(s)

mosque(s) (the)

most-favored-nation (adj)

most-sought-after (adj)

mothballed

mother(s)-in-law

motherland(s)

mother ship(s)

motor torpedo boat(s)

motorboat(s)

motorcycle(s)

motor-driven (um)

motorized rifle regiment(s)

motorship(s)

MOU (memorandum of understanding)

mountainside(s)

mouthful(s)

mouthpiece(s)

movable

moviemaking

MRV(s) (multiple reentry vehicle)

MTCR (Missile Technology Control Regime)

much-discussed (um)

much-needed (um)

muckrake(s), muckraked, muckraking

muckraker(s) (n)

mudbank(s)

mudflat(s)

mudslinging

Muhammad

mullah(s)

multi (cf, usually one word)
multicolor(ed)
multifiber
multi-ply (adj, several plies)
multitasking
multi-user system(s)
multimillion-dollar (adj)

multiple independently targetable reentry vehicles (MIRVs)

multiple-purpose (adj)

multiple reentry vehicles (MRVs)

multiple-restart (adj)

multiple rocket launcher(s)

multiplex(es), multiplexed, multiplexing

multiplexer(s)

musclebound

music teacher(s)

Muslim(s)

mutually agreed on

SPELLING AND COMPOUND WORDS LIST

N

naivete

NAM (Nonaligned Movement)

name-calling (um)

nameplate(s)

Napoleonic code

narco (cf, all one word)
narcoinsurgent
Note: narco (sometimes just *narc*) can also be a separate word. Both the noun and the adjective should be limited to informal use.

narrowband (adj)

narrow-beam (adj)

narrow-body (n, adj, of aircraft)

narrow gauge(s) (n)

narrow-gauge (adj)

narrowminded

nation-building

nation-states

nationwide

native-born (um)

natural gas

natural gas field(s)

nearby

near-Earth orbit

near miss(es)

near-real time (n)

near-real-time (adj)

near-record (adj)

nearsighted

near success(s)

near-term (um)

neck and neck

need-to-know (um)

ne'er-do-well(s)

negligible

neo (cf, usually one word)
neocolonist(s) (n, adj)
neofascist(s) (n, adj)
but
neo-Communist(s) (n, adj)
neo-Nazi(s) (n, adj)

nerve-racking

Netherlands, the

network(s), networked, networking (n, v)

net worth(s)

neuro (cf, all one word)

never-ending (um)

nevertheless

newcomer(s)

newfound

new-generation (adj)

newly industrializing countries (NICs) or economies (NIEs)

newsbroadcast(s)

newscaster(s)

news editor(s)

news-gathering (um)

newsgroup(s)

newsletter(s)

newsmagazine(s)

newsmaking

newspaper(s)

newspaper reporter(s)

newsprint(s)

newsstand(s)

newsweekly, newsweeklies (pl)

news wire(s)

newsworthy

New Year (the)

New Year's Day

next-generation (adj)

next of kin

nightclub(s)

night-flying (um)

night letter(s)

nightlong (um)

night school(s)

night shift(s)

nighttime(s)

night-vision (adj)

nightworker(s)

Nile Delta

ninefold

nitpick(s), nitpicked, nitpicking (n, v)

nitpicker(s)

nitpicky

Nobel laureate(s)

Nobel prize(s)

noblesse oblige

nobody, nobodies (pl)

no-confidence (adj)

No Dong(s) (missile)

no-fault (adj)

no-first-strike (adj)

no-first-use (adj)

no-fly zone(s)

noise-free

noisemaker(s)

noisemaking

noisome (offensive and disgusting, like a noisome odor, or harmful)

no man's land(s)

nom(s) de guerre

nom(s) de plume

non (as prefix, usually one word)
nonaligned
Nonaligned Movement (NAM)
Nonaligned summit
nonattributable
noncommissioned officer
noncontrol
nonferrous
nonlifelike
nonMIRVed
nongovernmental organization (NGO)
nonnuclear
nonoceangoing
nonoil
nonproliferation
nonrotating-Earth (um, extraterrestrial context)
nonuse of force (n)
nonuse-of-force (adj)
but
non-CIA
non-civil-service
non-European
non-intelligence-related
non-interest-bearing (um)
non-life-threatening (um)
non-missile-equipped
non-nuclear-powered
non-nuclear-related
non-nuclear-weapon state
non-oil-producing
non-party-member(s)
non-printing character(s)
Non-Proliferation Treaty (NPT, spell out for first use)
non-rare-earth

nonetheless

no-no, no-no's (pl)

no-nonsense (adj)

nonplussed

non sequitur(s)

no one

northbound

north-central

northeast

northeastern

north end(s)

Northern Atlantic

north-northeast

North Rhine–Westphalia

north shore(s)

northward

nosecone(s)

nosedive(s)

no-show(s) (n, adj)

notebook(s)

note paper(s)

noteworthy

noticeable

notwithstanding

nouveau riche, nouveaux riches (pl)

novel-writing (um)

no-war/no-peace

now-dominant (um)

nowhere

NPT (Non-Proliferation Treaty; Nuclear Non-Proliferation Treaty, spell out on first use)

nuclear-armed (um)

nuclear-capable (um)

nuclear delivery (n, um)

nuclear-free (um)

Nuclear Non-Proliferation Treaty (NPT, spell out on first use)

nuclear power(s) (n, um)
nuclear-powered (um)
nuclear-powered ballistic missile submarine (SSBN)
nuclear-related (um)
nuclear strike(s) (n, um)
nuclear-war-fighting (um)
nuclear weapon(s) (n, um)
nuclear-weapons-free (um)
nuclear-weapon-sized (um)
nuclear-weapons-related (um)
nuclear-weapon state(s)
nucleus, nuclei (pl)
number-one, number-two (um)

O

oasis, oases (pl)
oblast(s)
occasional
occupied territory, occupied territories (pl)
occur(s), occurred, occurring
occurrence(s)
oceanborne
oceangoing
oceanside
oceanwide
octavo(s)
October War
odd number(s)
odd-numbered (um)
off-and-on (um)
off-balance (adj)
off-base (adj)
off-campus (adj)
offcenter (um)
off chance
offcolor (um)
offday(s)
off-duty (adj)
offer(s), offered, offering
offguard
offhand
off-hours
officeholder(s)
officer-in-alias
officers club(s)
officeseeker(s)
office-seeking (um)
officeworker(s)
off-limit
off line (pred)
offline (adj, adv, comp)
off-load(s), offloaded, offloading
off-lying (um)
off-road (adj)
off-season(s)
offset(s), offset, offsetting
offshoot(s)
offshore
off-site (adj, adv)
offstage
off-the-record (um)
off-the-shelf
off-track
but
offtrack betting
off year(s)
oilfield
but
oil and gas fields
oil-processing (um)
oil-producing (um)
oil-rich
oil sands (n, um)
oilseed(s)
oil shale (n, um)
oil slick(s)
oilspill(s)
oil-soaked (um)
oil well(s)
oil workers

old-boys network(s)
old-fashioned (um)
old-guard (adj)
old-line (adj)
old-style (adj)
oldtime
Olympic Games
Olympics
Summer Olympics
Winter Olympics
ombudsman, ombudsmen (pl)
on-and-off (um)
on-again/off-again
on board (pred)
onboard (adj)
once-impressive
once-over
one-half
one-man (adj)
one-man/one-vote (n, adj)
one-on-one (adj, adv)
oneself
one-sided (um)
one-time (adj, single instance)
onetime (um, former)
one up (adj)
one-up(s), one-upped, one-upping
one-upmanship
one-way
ongoing
on line (pred)
online (adj, comp)
on-screen
onshore
on-site (adj)
on-station (adj)
onstream (um)
on-the-job training
on-time (adj)
OPEC summit(s)
open-air (adj)
open-door (adj)
open-ended (um)
openhanded
open-heart (adj)
open house(s)
open-market (adj)
openminded
open-ocean (adj)
open pit(s) (n, um)
open-sea (adj)
open-source (adj)
opium poppy field(s)
but
poppyfield(s)
opium poppy grower(s), opium poppy growing (n)
opium-poppy-growing (um)
optoelectronics
orbit(s), orbited, orbiting (n, v)
orbital
orbiter(s)
order-of-battle (um)
ordinance(s) (law)
ordnance (weapons)
orthodox
ostensible
out (prefix, one word except with *of*)
outfit(s), outfitted, outfitting
outfitter(s)
outmigration(s)
outnumbered
out-of-area (um)
out-of-date (um)
out-of-pocket (um)
out-of-touch (um)
out patient(s) (n, um)
outermost
over (cf, one word)
Exception: over-snow vehicle(s)
overflow(s), overflowed, overflowing (n, adj, v)
overhead(s) (all senses)
overland radar(s)
overlap(s), overlapping, overlapped
overnight

SPELLING AND COMPOUND WORDS LIST

overreaching
overreact(s), overreacted, overreacting
overstaff(s)
overwrite(s), overwrote, overwriting
ozone-depleting (um)

P

pacemaker(s)
pace-setting (um)
Pacific Rim
page proof(s)
painstaking
palate(s) (roof of mouth)
palette(s) (range of colors, paint mixing tray)
palisade(s)
pallet(s) (bed, platform)
pan (cf, one word except with uppercase words, and then uppercase *P*)
  panchromatic
  pannational
  pantheism
  Pan-American
  Pan-Slavic
pandemic(s)
panic buying
papacy, papacies (pl)
papal
papermaker(s)
papermaking
papermill(s)
paperwork
paragraph 12
parallel(s), paralleled, paralleling (n, v)
parallel processing
paralysis, paralyses (pl)
paralyze(s), paralyzed, paralyzing
paraphernalia
parastatal (state administered)
parcel(s), parceled, parceling (n, v)
parenthesis, parentheses (pl)
par excellence
Paris accords
parkland(s)
particle beam weapon(s)
partisan(s) (n, adj)
part owner(s)
part-time (adv, adj)
part way
party giver(s)
party goer(s)
party line(s)
partywide
passageway(s)
passenger car(s)
passer(s)-by
passport(s)
pass(es) through, passed through, passing through
passthrough(s) (n, adj)
password(s)
past-due (um)
pastureland(s)
pathbreaker(s)
pathfinder(s)
patrol(s), patrolled, patrolling (n, v)
pay(s) back, paid back, paying back
payback(s) (n)
paycheck(s)
payload(s)
pay(s) off, paid off, paying off
payoff(s) (n, um)
payroll(s)
peacekeeping
peace-loving (um)
peacemaking
peace talks
peacetime(s)
pedal(s), pedaled, pedaling (n, v)
pending (yet to come or not yet settled)
peninsulawide
pen name(s)

pent-up (um)

peptalk(s)

per capita

percent(s)

percentage(s)

percentile(s)

perceptible

per diem

peremptory

perestroika

permafrost

Permanent Representative(s) to the UN

Permanent Five (in UNSC)

permissible

permit(s), permitted, permitting (n, v)

perquisite(s) (privilege; see *prerequisite*)

per se

Persian Gulf state(s)

Persian Gulf war (Gulf war)

persistent

personal (of the individual)

persona non grata, personae non gratae (pl)

personnel (staff)

perspective(s) (view; see *prospective*)

persuadable

persuasible

petro (cf, usually one word)
petrodollars
but
petro-occipital

phased-array (adj)

phase(s) down, phased down, phasing down

phasedown(s) (n, um)

phase(s) in, phased in, phasing in

phasein(s) (n, um)

phase(s) out, phased out, phasing out

phaseout(s) (n, um)

Ph.D.('s)

phenomenon, phenomena (pl)

Philippines, the (n)

phone-in (um)

photo (cf, usually one word)
photocopy, photocopies (pl)
photomap(s)
photoreconnaissance satellite(s)
but
photo atlas(es)
photo-offset(s)
photo-oxidation

picayune

picket line(s)

pick-me-ups

pickpocket(s)

pick(s) up, picked up, picking up

pickup (n, um)

picnicking

piece goods

piecemeal

piece rate(s)

piecework(s)

pieceworker(s)

piggyback

piledriver(s)

pinpoint(s), pinpointed, pinpointing (n, v, adj)

pinstripe(s)

pin-striped

pipe bomb(s)

pipedream(s)

pipefitting(s)

pipelaying

pipeline(s)

pipe smoker(s)

place name(s)

plainclothes

plainclothesman, plainclothesmen (pl)

plain-spoken (um)

plaintext

planeload(s)

plantlife

plaster of Paris

plateau(s)

plate glass

plausible

playboy(s)

plea-bargain(s), plea-bargained, plea-bargaining
(n, um, v)

SPELLING AND COMPOUND WORDS LIST

plenum(s)

PLO Chairman

plowshare(s)

plug-in (n, um)

plus or minus (adj, adv)

p.m.

pock-marked (um)

pointblank

point man, point men (pl)

police (always plural)

policymaker(s)

policymaking (spell as two words when accompanying adjective modifies only policy as in *economic policy making*—but *unauthorized policymaking*)

politicking

politico (cf, usually one word)
but
politico-orthodox

politics (always singular)

pollwatcher(s)

poor-quality (adj)

poppyfield(s)
but
opium poppy field(s)

poppy grower(s), poppy growing (n)

poppy-growing (um)

poppyseed(s)

popular-front (adj)

populate(s), populated, populating

popup(s) (n, um)

pork-barrel (adj)

portentous

porthole(s)

portside

post (pref, usually one word)
postattack
postboost
postcoup
postgraduate
posthaste
postmortem
postreentry
posttest
posttreatment
posttreaty
but
post-9/11 (adj)
post bellum
post-civil-war (um)
post-target-tracking

postcard(s)

potbellied

potboiler(s)

potluck

potpourri(s)

potshot(s)

poultryman, poultrymen (pl)

poultry-raising (um)

poverty-stricken

power base(s)

power breakfast(s)

power broker(s)

power-driven (um)

power-generating (um)

power grab(s)

power grid(s)

powerhouse(s)

powerline(s)

power plant(s)

power play(s)

power-projection (adj)

power sharing (n)

power-sharing (um)

power station(s)

practice(s), practiced, practicing (n, v)

praiseworthiness

praiseworthy

pre (pref, usually one word)
predetente
preelection
preexisting
preindependence
premed (adj)
prewar
but
pre-flight-test (um)
pre-Incan

pre-position(s), pre-positioned, pre-positioning (position in advance)
pre-martial-law

precede(s), preceded, preceding (go ahead of)

precedence (priority)

precedents (prior instances)

precis (sing, pl)

precision-guided missile(s) (PGM)

predilection(s)

predominant (adj)

predominate(s), predominated, predominating

preempt(s), preempted, preempting

prefer(s), preferred, preferring

preferable

preference(s)

prerequisite(s) (need; see *perquisite*)

present-day (adj)

presidential (non-US)

Presidential (US; see footnote 8)

presidential guard(s)

president(s)-elect

President-elect (US)

press agent(s)

press-gang(s), press-ganged, press-ganging (n, v)

presstime(s)

prevaricate(s), prevaricated, prevaricating

price-sharing (um)

prima donna behavior

prima facie

prime minister(s)

prime-minister-designate (general sense)
but
the Prime Minister-designate

prime-ministerial

prime-ministership(s)

prime-ministry, prime-ministries (pl)

prime mover(s)

prime-time (adj)

principal (sum of money, chief)

principle(s) (proposition)

printout(s)

printshop(s)

prisoner(s) of war (n)

prisoner-of-war (um)

private-sector (adj)

privilege(s)

prizewinner(s)
but
Nobel Prize winner

prizewinning

pro (as a prefix meaning "in favor of," generally one word)
proactive
proapartheid
profederal
progovernment
proreform
proregime
prowar
but
pro-African
pro-arms-control (um)
pro-free-market (um)
pro-free-trade
pro-ruling-party
Note: When used as part of a Latin phrase, *pro* stands alone and is not hyphenated.
pro forma
pro rata
pro tem
pro tempore

problem solver(s)

problem-solving (um)

proceed(s), proceeded, proceeding (n, v)

processible

producible

production-sharing (um)

proffer(s), proffered, proffering

profit(s), profited, profiting (n, v)

profitable

profit-and-loss (um)

profitmaking

profit-sharing (um)

program(s), programmed, programming (n, v)

programmable

programmatic

programmer(s)

SPELLING AND COMPOUND WORDS LIST

prologue(s)
proofread(s), proofread, proofreading
propel(s), propelled, propelling
propellant(s)
prophecy, prophecies (n)
prophesier(s)
prophesy, prophesies, prophesied, prophesying
propjet(s)
prospective (anticipated; see *perspective*)
protege(s)
protester(s)
protocol(s)
prove(s), proved, proving
proved (adj, for energy reserves only)
proven (adj, except energy reserves)
proviso(s)
pseudo (cf, usually one word)
but
pseudo-Messiah
pseudo-official
pseudo-peace-loving
publicity-conscious (um)
public-sector (adj)
public-spirited (um)
public works
pullback(s) (n, um)
pullout(s) (n, um)
pulsed Doppler effect
pulse-Doppler
pulsewidth(s)
pummel(s), pummeled, pummeling
pump house(s)
pump-priming (um)
pump station(s)
purse strings
pushover(s) (n, um)
pushup(s) (n, um)
put-on(s) (n, um)
put-up(s) (n, um)

Q

quality-of-life (um)
quarrel(s), quarreled, quarreling
quarterdeck(s)
quartermaster(s)
quadripartite
quasi (pref, all hyphenated)
Note: quasi can also be a separate adj.
quasi currency board
questionnaire(s)
queue(s)
quick-count polling
quick fix(es)
quick-reaction (adj)
quicksilver (n, adj)
quick time
quick-witted (um)
quid pro quo(s)
quitclaim(s)

R

rabble-rouser(s)
racehorse(s)
racetrack(s)
rack(s), racked, racking (n, v; see *wrack*)
radar-absorbing (um)
radar-cross-section(s)
radar tracking
radio (cf, usually one word)
radioactive
radiobroadcast(s)
radioelectronic(s) (n, adj)
radiofrequency, radiofrequencies
radioisotope(s)
radiotelegraph(s)
radiotelephone(s)
but
radio amplifier(s)
radio antenna(s)
radio-cassette(s)

radio channel(s)
radio communication(s)
radio control(s)
radio engineer(s)
radio engineering
radio link(s)
radio navigation
radio range(s)
radio receiver(s)
radio relay(s)
radio set(s)
radio station(s)
radio transmitter(s)
radio tube(s)
radio wave(s)

radius, radii (pl)

rag-tag

railborne

railcar(s)

railhead(s)

rail line(s)

rail-mobile (um)

rail net(s)

railroad(s)

railroader(s)

rail shed(s)

rail spur(s)

rail train(s)

railway(s)

railwayman, railwaymen (pl)

railyard(s)

raincheck(s)

rainfall(s)

rain-fed (um)

rain forest(s) (n)

rainforest (um)

rainmaking

rainproof

rainshower(s)

rainspout(s)

rainstorm(s)

raintight

rainwater

raison(s) d'etre

RAM (random-access memory, read/write memory)

Ramadan

ramjet(s)

ramrod(s)

ramshackle

rangefinder(s)

rangehead(s)

range rate(s) (n)

range-rate (adj)

rank and file (n)

rank-and-file (adj)

rapid fire (n)

rapid-fire (adj)

rapid transit

rapid-reaction (adj)

rapid-response (adj)

rapporteur(s)

rapprochement(s)

rare-earth (um)

rate-cutting (um)

rate-fixing (um)

ratesetting

rat-infested (um)

ratline(s)

rat race(s)

ravels, raveled, raveling

razor-sharp (um)

re (pref, usually one word)
realign(s), realigned, realigning
redirect(s), redirected, redirecting
reemerge(s), reemerged, reemerging
reenter(s), reentered, reentering
reentry, reentries (pl)
reequip(s), reequipped, reequipping
reestablish(es), reestablished, reestablishing
reevaluate(s), reevaluated, reevaluating
reexport(s), reexported, reexporting
reformat(s), reformatted, reformatting
refuel(s), refueled, refueling
reignite(s), reignited, reigniting
reinforce(s), reinforced, reinforcing
reman(s), remanned, remanning
reinstate(s), reinstated, reinstating
reinvent(s), reinvented, reinventing

reprocess(s), reprocessed, reprocessing
reuse(s), reused, reusing
but
re-cover(s), re-covered, re-covering (cover again)
re-create(s), re-created, re-creating (create again)
re-cross-examination
re-form(s), re-formed, re-forming (form again)
re-ice(s), re-iced, re-icing
re-ink(s), re-inked, re-inking
re-present(s), re-presented, re-presenting (present again)
re-redirect(s), re-redirected, re-redirecting
re-treat(s), re-treated, re-treating (treat again)

readout(s)

ready-built (um)

readymade

ready reference(s)

real estate (n, um)

realpolitik

real-time (adj)

rear area(s) (n, um)

rear end(s)

rear-guard (adj)

rear service(s)

rear services area

rebel(s), rebelled, rebelling

rebut(s), rebutted, rebutting (to argue to the contrary; see *refute*)

recently designed logo(s)

receptacle(s)

reconnaissance(s)

reconnoiter(s), reconnoitered, reconnoitering

recordbreaking

recordkeeping

recordmaking

red, redder, reddened, reddening

red-blooded (um)

red-carpet (adj)

red-haired (um)

redhanded

redhead(s)

redheaded

red-hot (um)

redound(s), redounded, redounding

red tape(s) (literal)

redtape (nonliteral)

reduced-observable(s) (n, adj)

reducible(s)

refer(s), referred, referring

referable

reference(s), referenced, referencing (n, v)

referendum(s)

reform-minded

refute(s), refuted, refuting (connotes success in winning the argument; see *rebut*)

regionwide

reign(s), reigned, reigning (n, v; to exercise sovereign power)

rein(s), reined, reining (n, v; to guide, to control, or—with *in*—to hold back)

relations with

relevant

reluctant (unwilling to act; see *reticent*)

reminiscent

remit(s), remitted, remitting

remote-control (adj)

remote-controlled

remote-sensing (um)

renaissance(s)
but
the Renaissance

Renaissance man, Renaissance men (pl)

rent-free

repairman, repairmen (pl)

replication(s)

reprehensible

Representative(s) (US Congress)

representative(s) at large

representative(s)-elect

republicwide

requester(s)

research study, research studies (pl)

Resident(s) (diplomatic)

residence(s)

resilience

resilient

resistance
resistant
rest cure(s)
rest home(s)
restroom(s)
resume(s), resumed, resuming
reticent (uncommunicative or reserved; see *reluctant*)
retrofire
retrofit(s), retrofitted, retrofitting
retrorocket(s)
Reuters (news agency)
reverse-engineer(s), reverse-engineered, reverse-engineering
reversible
revise(s), revised, revising
Revolutionary Guard (force or members)
ricefield(s)
rice growing (n)
riceland(s)
ridge line(s)
rifleman, riflemen (pl)
right-angled (um)
right away
right-hand (adj)
right-handed (um)
right(s)-of-way
right-to-work (adj)
right turn(s)
right wing(s)
rightwing (adj)
rightwinger(s)
ringleader(s)
ring-shaped (um)
ringside(s)
ringworm
riot-control (adj)
riptide(s)
rise(s), rose, rising (n, v)
risk taker(s)
risk taking
rival(s), rivaled, rivaling
riverbank(s)
riverbed(s)
riverborne
river bottom(s)
river-crossing
riverfront(s)
riverside(s)
roadbed(s)
roadblock(s)
roadbuilding
road-clearing (um)
roadmap(s)
road-mobile (um)
road scraper(s)
road show(s)
roadside(s)
road-test(s), road-tested, road-testing (n, v)
roadway(s)
road-weary (um)
rob(s), robbed, robbing
rockbottom (nonliteral)
rockslide(s)
rock wool
rogue state(s)
rollback(s) (n, um)
rollcall(s)
rolling-stock (adj)
roll-on/roll-off (um, of ships)
Ro/Ro (military) or **ro/ro**
roll(s) out, rolled out, rolling out
rollout (n, um)
rollout-to-launch (um, of weapons)
rollover(s) (n, um)
roll(s) up, rolled up, rolling up
roll-up (n, um)
ROM (read-only memory)
rooftop(s)
rough-and-ready (um)
rough-and-tumble (n, adj)
roughcast (um, v)

SPELLING AND COMPOUND WORDS LIST

rough-faced (um)
roughhewn
roughhouse(s), roughhoused, roughhousing (n, v)
roughneck(s) (n, adj)
roughrider(s)
rough-sketch(es), rough-sketched, rough-sketching (n, v)
roundabout(s) (n, um)
roundrobin(s) (petition)
roundtable(s) (panel)
round-the-clock
round-topped
round trip(s) (n, um)
round(s) up, rounded up, rounding up
roundup (n, um)
rubbernecker(s)
rubber plant(s)
rubber stamp(s) (literal, n)
rubberstamp(s), rubberstamped, rubberstamping (nonliteral, n, um, v)
rubber-stamped (literal, um)
rubles' (pl possessive)
rulemaking
rule(s) of thumb
rules-of-origin
ruling-family (adj)
ruling-party (adj)
rumormonger(s)
runaround(s) (n, adj)
runaway(s) (n, adj)
rundown(s) (n, um)
run(s) in, ran in, running in
run-in(s) (n, um)
runner-up, runners-up (pl)
running mate(s)
runoff(s) (n, um)
runthrough(s) (n, um)
run(s) up, ran up, running up
runup(s) (n, um)
runway
rush hour(s)
Russian Far East
rustproofing
rust-resistant (um)

S

saber rattling(s) (n)
saber-rattling (um)
saddle stitch(es) (n)
saddle-stitch(es), saddle-stitched, saddle-stitching
saddle-stitched (um)
safe-conduct(s) (n, adj)
safecracking
safe-deposit (adj)
safeguard(s), safeguarded, safeguarding (n, v)
safe haven(s)
safehouse(s)
safehouse keeper(s)
safehouse keeping
safekeeping
sailboat(s)
sailcloth(s)
sailmaking
salable
salesmanship
salesperson, salespeople (pl)
sales tax(es)
SALT (strategic arms limitation talks)
salt flat(s)
saltwater(s)
salvo(s)
samizdat(s)
samurai
San Andreas Fault
sanatorium(s)
sandbag(s), sandbagged, sandbagging (n, v)
sandbank(s)
sandbar(s)
sandblast(s), sandblasted, sandblasting (n, v)

sand dune(s)
Sandinista(s)
sandpaper(s), sandpapered, sandpapering (n, v)
sandstorm(s)
sandy-bottomed (um)
sanguinary (bloodthirsty)
sanguine (ruddy or optimistic and cheerful)
sanitarium(s)
satellite(s)
satellite-borne (um)
sawmill(s)
saw-toothed (um)
say-so (n)
scale(s) up, scaled up, scaling up
scaleup(s) (n)
scale(s) back, scaled back, scaling back
scandalmongering
scapegoat(s)
scaremonger(s)
scareproof
scatterbrained
scene setter(s)
school-age (adj)
school board(s)
schoolbook(s)
schoolboy(s)
schoolbus(es)
schoolchildren
schoolday(s)
schoolgirl(s)
schoolgrounds
schoolhouse(s)
schoolroom(s)
schools of thought
schoolteacher(s)
but
high school teacher
school-trained (um)
schoolwork
schoolyard(s)
school year(s)
scorched-earth (adj)
scoreboard(s)
scorecard(s)
scorekeeping
scot-free
Scotsman, Scotsmen (pl)
scout car(s)
scrapbook(s)
scrap heap(s)
scrap iron
scrap paper(s)
scrapyard(s)
scratch pad(s)
scratch test(s)
screw-driven (um)
screw propeller(s)
screw-threaded (um)
screw wheel(s)
scrubland(s)
scuba
Scud B('s)
scuttlebutt
sea
sea-based (um)
seabed(s)
seaboard(s)
seaborne
seacoast(s)
seacraft
seafaring
seafloor(s)
seafood(s)
seagoing
seakeeping
sea lane(s)
sea-launched cruise missile(s) (SLCM)
sea level
sea life
sealift(s), sealifted, sealifting (n, v)
sea lines of communication (SLOC)
sea lion(s)
seaplane(s)
seaport(s)
seapower
sea route(s)
seashore(s)
seasick

SPELLING AND COMPOUND WORDS LIST

seaside(s)
sea test(s), sea tested, sea testing (n, v)
seawall(s)
seaward
seawater
seaway(s)
seaworthy

search-and-destroy (um)

search engine(s)

searchlight(s)

searchplane(s)

seatbelt(s)

second
second-best (um)
second-class (adj)
second-degree (adj)
second-generation (adj)
second-guess(es)
second-guessed
second-guessing (v)
second-half (adj)
second hand(s) (n)
secondhand (adv, adj)
second in command
second-largest (adj)
second-leading (um)
secondmost
but
second-most-powerful (um)
second-quarter (adj)
second-ranking (um)
second-rate
second-rater(s)
second-tier (um)

Second World War

secretary general, secretaries general (pl)

secretary-generalship

secretaryship(s)

secretary-treasurer

secret service(s)

secret society, secret societies (pl)

secretwriting

security decisionmaking

seesaw(s), seesawed, seesawing (n, adj, v)

seize(s), seized, seizing

self (reflexive prefix, use hyphen)

self-motivated

self-trained

selfless

selfsame

sell(s) off, sold off, selling off

selloff(s) (n, adj)

sellout(s) (n, um)

semi (pref, usually one word)
semiannually (twice a year; use in preference to biannually; see also *biennially*)
semiarid
semidesert
semiofficial
semiweekly (twice a week; see *biweekly*)
but
semi-armor-piercing
semi-Christian
semi-idleness
semi-independent
semi-indirect
semi-land-mobile
semi-winter-hardy

Senator(s) (US Congress)

sendoff(s) (n, um)

separate(s), separated, separating

Serbo-Croatian

serious-minded (um)

serviceable

service-connected (um)

serviceman, servicemen (pl)

servicewide

servicewoman, servicewomen (pl)

servomechanism(s)

set(s) back, set back, setting back

setback(s) (n, um)

set(s) down, set down, setting down

setdown(s) (n, um)

set(s) in, set in, setting in

set-in(s) (n, um)

set(s) off, set off, setting off

setoff(s) (n, um)

setpiece(s)

set-to(s) (n, um)

set(s) up, set up, setting up

setup(s) (n, um)

sevenfold
severalfold
shadowbox(es), shadowboxed, shadowboxing
shake(s) down, shook down, shaking down
shakedown(s) (n, um)
shake(s) out, shook out, shaking out
shakeout(s) (n, um)
shake(s) up, shook up, shaking up
shakeup(s) (n, um)
shallow-draft (adj)
shamefaced
shameworthy
shantytown(s)
shaped-charge (adj, of warheads)
sharecropper(s)
shareholder(s)
sharia
sharp-angled (um)
sharp-edged (um)
sharpshooting
sharp-witted (um)
shaykh(s)
sheep farm(s)
sheepherder(s)
sheepherding
sheepkeeping
sheepland(s)
sheepshearing
sheepskin(s)
sheet metal(s)
shelf life, shelf lives (pl)
shelf plate(s)
shellburst(s)
shellfish
shell game(s)
shellhole(s)
shell-like
shellproof
shellshocked
sherpa(s)
ship (suffix, usually one word)
partnership(s)
premiership(s)
prime-ministership(s)
shipboard
shipborne
shipbuilder(s)
shipbuilding
ship-day(s)
shipload(s)
shipowner(s)
shipowning
shipshape
shipwreck(s), shipwrecked, shipwrecking (n, v)
shipyard(s)
shock wave(s)
shogun(s)
shoo-in(s)
shoot(s) down, shot down, shooting down
shootdown(s) (n)
shootout(s)
shopkeeping
shoplift(s), shoplifted, shoplifting (n, v)
shopowner(s)
shoptalk
shopworn
shoreland(s)
shore leave(s)
shoreline(s)
shortchange(s), shortchanged, shortchanging
short circuit (n)
short-circuit(s), short-circuited, short-circuiting
short-circuited (um)
shortcoming(s)
shortcut (n, adj, v)
shortfall(s)
shorthand (writing)
short-handed (um)
short-lived (um)
short-range (adj)
short run(s) (n)
shortrun (um)

SPELLING AND COMPOUND WORDS LIST

shortsighted
short-term (adj)
short-to-long (adj)
short-to-long-range (adj)
shortwave(s) (n, adj; radio)
shoulder-launched (um)
showcase(s)
showdown(s)
showman, showmen (pl)
showoff(s) (n, um)
showpiece(s)
shura
shut(s) down, shut down, shutting down
shutdown(s) (n, um)
shut(s), shut in, shutting in
shut-in(s) (n, um)
shut(s) off, shut off, shutting off
shutoff(s) (n, um)
shut(s) out, shut out, shutting out
shutout(s) (n, um)
sickbay(s)
sickbed(s)
sick leave
sidearm(s)
sidebar(s)
side effect(s)
side line(s) (literal)
sideline(s), sidelined, sidelining (nonliteral; n, v)
side lobe(s)
side road(s)
side-scan radar
sideshow(s)
sidestep(s), sidestepped, sidestepping (n, v)
sideswipe(s), sideswiped, sideswiping (n, v)
sidetrack(s), sidetracked, sidetracking (n, v)
sidetrip(s)
sidewalk(s)
sideways
siege(s)
sightreading
sightsaving
sightsee(s), sightsaw, sightseeing
sightseer(s)
SIGINT
signal(s), signaled, signaling (n, v)
signaler(s)
signalman, signalmen (pl)
signal-processing (um)
signal tower(s)
sign(s) off, signed off, signing off
signoff(s) (n, um)
sign(s) on, signed on, signing on
sign-on(s) (n, um)
signpost(s), signposted, signposting (n, v)
sign(s) up, signed up, signing up (n, v)
signup(s) (n, um)
silk screen(s), silk screened, silk screening (n, v)
silkworm(s)
silo-based (um)
silver-gray (um)
silver-haired (um)
silver-tongued (um)
silverworker(s)
simon-pure (um)
simple-minded (um)
simple-witted (um)
simulcast(s), simulcast, simulcasting (n, v)
sine qua non(s)
single-handed (um)
single-handedly (adv)
single-minded (um)
single-mindedly (adv)
single-mindedness
single-most-important (um)
single-seat (adj)
single-source (adj)
single-track (adj)
single warhead
Sino- (as prefix)
siphon(s)
sister(s)-in-law
sitdown(s) (n, um)

sit(s) in, sat in, sitting in
sit-in(s) (n, um)
Six-Day War
sizable
ski(s), skied, skiing (n, v)
skillful
skindeep
skinhead(s)
skyjack(s), skyjacked, skyjacking
skyjacker(s)
skyjacking(s) (n, adj)
skylight(s)
skyline(s)
skyrocket(s), skyrocketed, skyrocketing (n, v)
skyscraper(s)
skyward
skywriting
slaughterhouse(s)
slaveholding
slaveowner(s)
slave trade
SLBM(s) (submarine-launched ballistic missile)
SLCM(s) (sea-launched cruise missile)
sledge hammer(s)
sleepwalk(s), sleepwalked, sleepwalking (n, v)
sleetstorm(s)
slide rule(s)
slip(s) up, slipped up, slipping up
slip-up(s) (n, um)
SLOC (sea lines of communication)
slowdown(s) (n, um)
slowgoing
slow-motion (adj)
slow-moving (um)
slowpoke(s)
slow time(s)
slowup(s) (n, um)
slow-witted (um)
sluice gate(s)
slumdweller(s)
slumlord(s)
small arms (n)
small-arms (adj)
small business(es)
small businessman, small businessmen (pl)
smallpox
small-scale (adj)
smalltalk
small-time (adj)
small-timer(s)
small-to-moderate (um)
smalltown (um)
small-unit (adj)
smart aleck(s)
smart-alecky (um)
smart-looking (um)
smart set(s)
smashup(s) (n, um)
smear culture(s)
smokebomb(s)
smoke-filled (um)
smokeproof
smokescreen(s)
smokestack(s)
smolder(s), smoldered, smoldering
smoothbore(s) (n, adj)
smooth-tongued (um)
smooth-working (um)
smudge pot(s)
snail-paced
snail's pace
snowball(s)
snowbank(s)
snowbound
snowcapped
snow cover(s)
snow-covered (um)
snowcraft
snowdrift(s)
snowfall(s)
snowline(s)
snowmobile(s)

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snowshoe(s)
snowstorm(s)
snow-topped (um)
snow-white (um)
soapbox(es)
soap opera(s)
sober-minded (um)
sobersided
sob story, sob stories (pl)
so-called (um)
social work
social worker(s)
socio (cf, usually one word)
socioeconomic
but
socio-official
soft coal
soft copy, soft copies (pl) (n)
soft-copy (adj)
soft drink(s) (n, um)
soft goods
softhearted
soft-pedal(s), soft-pedaled, soft-pedaling (v)
soft-soap(s), soft-soaped, soft-soaping (v, nonliteral)
soft-spoken (um)
software
Solidarity (Poland)
solid-propellant (adj)
solid rocket propellant(s)
solid-state (adj)
solo(s)
somebody (pronoun)
somebody, somebodies (pl) (n)
someday
somehow
someone (anyone)
some one (distributive)
someplace (adv)
something
some time (n, an unspecified time)
sometime (adj, occasional; adv, at an unspecified time)
sometimes (adv, occasionally)
somewhat
somewhere
son(s)-in-law
sonobuoy(s)
soon-to-be- (um, often prefixed)
sore point(s)
sorry-looking (um)
soulmate(s)
soul-searching (um)
sound-absorbing (um)
soundingboard(s)
sound-minded (um)
soundoff(s) (n, um)
soundproof(s), soundproofed, soundproofing (adj, v)
sound wave(s)
sourfaced
sour-natured (um)
sous-sherpa(s)
southbound
south-central
southeast
southeast-bound (um)
south end(s)
south side(s)
south-southeast
southward
southwest
soybean(s)
space age
space-based (um)
spaceborne
spacecraft
spaceflight(s)
space key(s)
space launch site(s) (n, um)
space mine(s)
space plane(s)
spaceship(s)
space station(s)

space suit(s)
space tracking (n, um)
space walk(s)
spam(s), spammed, spamming (n, v)
Spanish American
Spanish-born (um)
Spanish-speaking (um)
spare-parts (adj)
spark plug(s)
special envoy(s)
special-forces (adj)
special-interest (adj)
special-purpose (adj)
Special Weapons and Tactics (SWAT)
specter(s)
spectrum, spectra (pl)
speechwriter(s)
speechwriting
speedboat(s)
speedwriting
spellbind(s), spellbound, spellbinding
spellbinder(s)
spell check(s), spell checked, spell checking
spell checker(s)
spendthrift(s)
spent-fuel (adj)
spent nuclear fuel reprocessing plant(s)
spill(s) over, spilled over, spilling over
spillover(s) (n, um)
spillway(s)
spin doctor(s), spin-doctored, spin-doctoring (n, v)
spin control
spin(s) off, spun off, spinning off
spinoff(s) (n, um)
spin(s) up, spun up, spinning up
spinup(s) (n, um)
splash(es) down, splashed down, splashing down
splashdown(s) (n, um)
split second (n)
split-second (adj)
split(s) up, split up, splitting up
splitup(s) (n, um)
spoilsport(s)
spokesperson(s) (spokespeople alt pl)
sports bar(s)
sportsmanlike
spot check(s) (n)
spot-check(s), spot-checked, spot-checking
spreadsheet(s)
spring(s) (season)
springboard(s)
spring fever
springtime(s)
spur line(s)
square-bottomed (um)
square deal(s)
square meter(s)
square root(s)
squeeze play(s)
SRF (Strategic Rocket Forces)
SS-7(s)
SSB(s) (ballistic missile submarine)
SSBN(s) (nuclear-powered ballistic missile submarine)
SS-N-4(s)
S&T (science and technology)
stadium(s)
stage-manage(s), stage-managed, state-managing
stairstep (adj)
stalemate(s), stalemated, stalemating (n, v)
stalking-horse(s)
stanch(es), stanched, stanching (v, stop, especially with regard to a heavy outflow; see *staunch*)
stand(s) alone, stood alone, standing alone
stand-alone(s) (n, adj)
standard bearer(s)
standard gauge(s) (n)
standard-gauge (adj)
standard time(s)
stand(s) by, stood by, standing by
standby(s) (n, um)

SPELLING AND COMPOUND WORDS LIST

stand(s) down, stood down, standing down
standdown(s) (n, um)
stand(s) fast, stood fast, standing fast
standfast(s) (n, um)
stand(s) in, stood in, standing in
stand-in(s) (n, um)
standing-room-only (um)
stand(s) off, stood off, standing off
standoff(s) (n, um)
standoffish
stand(s) out, stood out, standing out
standout(s) (n, um)
stand(s) pat, stood pat, standing pat
standpat(s) (n)
standpatter(s)
standpoint(s)
stand(s) still, stood still, standing still
standstill(s) (n, um)
stand(s) up, stood up, standing up
standup(s) (n, um)
starboard
star-spangled (um)
start(s) up, started up, starting up
startup(s) (n, um)
state banking system(s)
state enterprise industrial sector(s)
state enterprise sector(s)
statehood
state of the art (n)
state-of-the-art (adj)
state of the union
state of war (n)
state-of-war (adj)
stateroom(s)
state-run (um)
statesman, statesmen (pl)
statesmanlike
stateswoman, stateswomen (pl)
statewide
stationary (fixed)
stationery, stationeries (pl) (paper)
stationmaster(s)
station wagon(s)
Status of Forces Agreement (SOFA)
status quo
statute book(s)
statute mile(s)
staunch (adj, steadfast; see *stanch*)
stay-at-home(s) (n, adj)
staybehind(s) (n)
stealth
stealth bomber(s)
stealth technology, stealth technologies (pl)
steamboat(s)
steam-driven (um)
steam engine(s)
steamer-borne (um)
steamer line(s)
steamfitting
steam heat
steampipe(s)
steam-propelled (um)
steamroller(s), steamrollered, steamrollering (n, um, v)
steamship(s)
steelhearted
steelmaking
steel mill(s)
steel-producing (um)
steel trading
steel wool
steelworker(s)
steelworks
stepbrother(s)
stepchild, stepchildren (pl)
steppingstone(s)
stepsister(s)
step(s) up, stepped up, stepping up
step-up(s) (n, um)
stick-in-the-mud(s) (nonliteral)
stick-to-it-iveness
stillborn

still life(s)
still-lingering (um)
still-to-be- (um, often prefixed)
still-unseated (um)
stimulus, stimuli (pl)
stockholder(s)
stock-in-trade
stock market(s) (n, um)
stockpile(s), stockpiled, stockpiling (n, v)
stockraising
stock-still (um)
stocktaking(s)
stockyard(s)
stone-cold (um)
stonecutting
stone-deaf (um)
stonehearted
stone wall(s) (n)
stonewall(s), stonewalled, stonewalling (v, nonliteral)
stopgap(s)
stoplight(s)
stop(s) off, stopped off, stopping off
stopoff(s) (n, adj)
stop(s) over, stopped over, stopping over
stopover(s) (n, adj)
stopwatch(es)
storefront(s)
storeowner(s)
storm-swept (um)
storytelling(s)
storywriting
stouthearted
stow(s) away, stowed away, stowing away
stowaway(s) (n, um)
straightaway
straight face(s)
straight-faced (um)
straightforward
straight line(s)
straight shooter(s)
straight-shooting (um)
straight-spoken (um)
straight-talker(s)
straight-talking (um)
straitjacket(s)
straitlaced
stranglehold(s)
straphanger(s)
strap(s) on, strapped on, strapping on
strap-on (n, adj)
stratagem(s)
Strategic Rocket Forces (SRF)
stratum, strata (pl)
strawman, strawmen (pl) (nonliteral)
straw vote(s)
streambed(s)
streamline(s), streamlined, streamlining
streetcar(s)
streetsmart (adj)
street smarts (n)
streetwise
stretchout(s) (n, um)
strikebreaker(s)
strike(s) out, struck out, striking out
strikeout(s) (n, um)
strike(s) over, struck over, striking over
strikeover(s) (n, um)
strong-arm(s), strong-armed, strong-arming (um, v)
strongbox(es)
stronghearted
stronghold(s)
strongman, strongmen (pl) (nonliteral)
strong-minded (um)
strong point(s) (personal forte)
strongpoint(s) (military fortification)
strong-willed (um)
stubbornness
stumblingblock(s)
stupid-looking (um)
stylebook(s)

style guide(s)

style manual(s)

Su-20(s)

sub (cf, usually one word)
subbalance(s)
subbasement(s)
subbasin(s)
subchaser(s)
subcommittee(s)
subcontinental
submachinegun(s)
submarginal
subpolar
substandard
subsystem(s)
subunit(s)
but
sub-Himalayan
sub rosa
Sub-Saharan
sub-subcommittee(s)

submarine-launched ballistic missile(s) (SLBM)

submit(s), submitted, submitting

subpoena(s)

subtlety, subtleties (pl)

succeed(s), succeeded, succeeding

sudden-death (um)

sugar beet(s)

sugarcane(s)

sugar-coat(s), sugar-coated, sugar-coating

sugar-coated (um)

sugar mill(s)

sulfur (derivatives also spelled with *f*)

summer(s) (season)

summer school(s)

summertime(s)

summit(s) (literal and nonliteral, initial letter not capitalized; example: OPEC summit)

sundown(s)

sun-dried (um)

sunlit

sunstroke(s)

suntan(s), suntanned, suntanning (n, v)

sunup(s)

super (pref, usually one word. Note that *super* can also be a separate word—n, or, informally, adj or adv)
superegoist(s)
superhighway(s)
superpower(s)
supermarket(s)
but
super-Christian
super-high-frequency, super-high-frequencies (pl) (n, adj)
super-superlative(s) (n, adj)

supersede(s), superseded, superseding

supervise(s), supervised, supervising

supra (pref, usually one word)
supranational
suprarenal
but
supra-abdominal
supra-Christian

sure-fire (adj)

sure-footed (um)

sure thing(s)

surface-burst (adj)

surface ship(s) (n, um)

surface-to-air (um)

surge protector(s)

surmise(s), surmised, surmising (n, v)

surprise(s), surprised, surprising (n, v)

surreptitious

surveil(s), surveilled, surveilling

surveillance

susceptible

SWAT (Special Weapons and Tactics)

sweepstake(s)

sweptback(s) (n, um)

sweptwing(s) (n, um)

swing shift(s)

swingwing(s)

switchblade(s)

switchboard(s)

switch box(es)

switch(es) over, switched over, switching over

switchover(s) (n)

switch tower(s)

switchyard(s)

syllabus(es)
symposium(s)
synonymous
synopsis, synopses (pl)
synthetic-aperture (adj, of radar)
syrup(s)
system backup(s)
systemwide (adj)

T

table A-4
tableau(s)
taboo(s)
tailgate(s), tailgated, tailgating (n, v)
tailormade
tailpipe(s)
tailspin(s)
Taiwan (n, adj)
take(s) down, took down, taking down
takedown(s) (n, um)
take(s) home, took home, taking home
take-home(s) (n, adj)
take(s) off, took off, taking off
takeoff(s) (n, um)
take(s) out, took out, taking out
takeout(s) (n, um)
take(s) over, took over, taking over
takeover(s) (n, um)
take(s) up, took up, taking up
takeup(s) (n, um)
talebearer(s)
talemonger(s)
taleteller(s)
Taliban (takes singular verb)
tamperproof
tangible(s) (n, adj)
tank(s) (lowercase, even after a proper title—Abrams tank)
tank car(s)
tape deck(s)
tape-record(s), tape-recorded, tape-recording
tape recorder(s)
target(s), targeted, targeting
targetable
targeter(s)
task force(s)
taskmaster(s)
tax collector(s)
tax dodger(s)
tax-exempt (um)
tax form(s)
tax-free (um)
taxi(s)
taxpaying
tax-supported (um)
teachers college (no apostrophe)
teamplay
teamplayer(s)
teamwork
tear(s) down, tore down, tearing down
teardown(s) (n, um)
teargas(es), teargassed, teargassing (n, v, um)
teenage
teenager(s)
tele (cf, all one word)
televise
telltale(s) (n, adj)
tendency, tendencies (pl)
tenfold
terminus, termini (pl)
territorywide
test bed(s)
test case(s)
test-fire(s), test-fired, test-firing
test-fly, test-flies, test-flew, test-flown, test-flying
test-jam(s), test-jammed, test-jamming
test-launch(es), test-launched, test-launching
test range(s)
test site(s)
test stand(s)

SPELLING AND COMPOUND WORDS LIST

tete-a-tete(s)
textbook(s)
thanksgiving(s)
but
Thanksgiving Day
thank-you(s) (n)
theater(s)
theatergoing
theaterwide
then Premier
then-ruling (um)
then second deputy minister
then-troublesome (um)
thereafter
thereby
therefor (for it)
therefore (for that reason)
thereunder
thereupon
thesis, theses (pl)
thickheaded
thickskinned
think factory, think factories (pl)
think-piece(s)
think tank(s)
thinskinned
third-class (adj)
third-country (adj)
third-degree (adj)
thirdhand (adv, adj)
third-order (adj)
third-party (adj)
third-quarter (adj)
third-rate (adj)
Third World countries
thoroughbred(s) (n, adj)
thoroughfare(s)
thoroughgoing
thought-provoking (um)
threat-driven (um)
three-dimensional (um)
threefold
threesome(s)
threshold(s)
throughout
throughput(s)
through road(s)
throughway(s)
throw(s) away, threw away, thrown away, throwing away
throwaway(s) (n, um)
throw(s) back, threw back, throwing back
throwback(s) (n, um)
throw line(s)
throw rope(s)
throw weight(s) (n, um)
thumbnail(s)
thunderclap(s)
thunderhead(s)
thundershower(s)
thunderstorm(s)
Tiananmen Square
ticketholder(s)
ticket seller(s)
tidal wave(s)
tideland(s)
tidetable(s)
tidewater(s)
tide-worn (um)
tiebreaker(s)
tie(s) in, tied in, tying in
tie-in(s) (n, um)
tie(s) to, tied to, tying to
tie(s) up, tied up, tying up
tieup(s) (n, um)
tightfisted
tight-knit (um)
tightlipped
tightrope(s)
tightwad(s)
timberland(s)
time (suffix, often solid)

daytime
halftime
peacetime
but
full-time
part-time

time being
time bomb(s)
timeclock(s)
time-consuming (um)
time-delay (adj)
time frame(s)
time-honored (um)
timekeeper(s)
timekilling
timelag(s)
timeline(s)
time-out(s) (n)
timepiece(s)
timesaving
time-sensitive (um)
timeserver(s)
time-share(s), time-shared, time-sharing (n, v)
timeslot(s)
timespan(s)
timetable(s)
time-urgent (um)
timewasting
timeworn
tip(s) off, tipped off, tipping off
tipoff(s) (n, um)
tiptoe(s), tiptoed, tiptoeing (n, v)
titleholder(s)
title page(s)
title-winning (um)
T-jetty, T-jetties (pl)
to-do(s) (n)
toehold(s)
toll bridge(s)
tollgate(s)
toll road(s)
Tomahawk-class missile(s)
tone-deaf (um)
tone(s) up, toned up, toning up
toneup(s) (n, um)
tongue-lash(es), tongue-lashed, tongue-lashing (v)
tongue lashing(s) (n)
tonguetied
tongue twister(s)
tongue-twisting (um)
ton-kilometer
toolbuilding
toolfitter(s)
toolkit(s)
toolshop(s)
toolsmith(s)
tool steel
toolwork(s)
tooth and nail
top brass
top drawer(s) (n)
top-drawer (adj)
top-end (adj)
topflight (adj)
topheavy
top-level (adj)
topline(s)
topliner(s)
topmost
topnotch
top-quality (adj)
top-secret (um)
topside (nautical)
topsy-turvy
torchlight(s)
tornado(es)
Tornados (aircraft name)
torpedo boat(s)
torpedo mine(s)
torpedo room(s)
torpedo tube(s)
torsion bar(s) (n, um)

tortuous (adj, twisting, devious, highly complex)
torturous (adj, causing torture, cruelly painful)
tossup(s) (n, um)
total(s), totaled, totaling
touch and go
touch(es) down, touched down, touching down
touchdown(s) (n, um)
touch(es) up, touched up, touching up
touchup(s) (n, um)
tough-minded (um)
toward (no s)
to wit
townhall(s)
town meeting(s)
townspeople
traceable
track-and-field (um)
track-mobile (um)
track record(s)
tractor-trailer(s)
tradeable
tradecraft
trade(s) in, traded in, trading in
trade-in(s) (n, um)
trademark(s), trademarked, trademarking (n, v)
trade name(s)
trade(s) off, traded off, trading off
trade-off(s) (n, um)
trade school(s)
tradesperson, tradespersons or tradespeople (pl)
trade union(s)
trade unionism
trade unionist(s)
trade wind(s)
trafficking
trailblazing
trainborne
training camp(s)
training ship(s)
trainload(s)
trainmaster(s)
trainshed(s)
train station(s)
trainyard(s)
tramcar(s)
tramline(s)
tramrail(s)
tramway(s)
tranquilize(s), tranquilized, tranquilizing
tranquilizer(s)
tranquillity
trans (pref, usually one word)
  transalpine
  transatlantic
  transisthmian
  transonic
  transpacific
  transship(s), transshipped, transshipping
  transshipment(s)
  transuranic
  but
  trans-Canadian
  trans-Siberian
transcendent
transfer(s), transferred, transferring (n, v)
transferable
transferal(s)
transit(s), transited, transiting (n, v)
transmit(s), transmitted, transmitting
transmittal(s)
transmittance(s)
transmitter(s)
transporter-erector-launcher(s) (n)
trapdoor(s)
travel(s), traveled, traveling (n, v)
traveler(s)
traveler's checks
traveltime(s)
travel-worn (um)
treatybound
treatybreaking
treaty-limited
treatymaking
tree line(s)
tree-lined (um)

tree-ripe (um)

treetop(s)

tree trunk(s)

tri (cf, usually one word)
tricolor
tripartite
tristate
but
tri-iodide
tri-ply

tribesman, tribesmen (pl)

tribespeople

trigger-happy (um)

triple-edged (um)

triple play(s)

tripwire(s)

Trojan horse(s)

trolley(s)

trolley line(s)

troopship(s)

troop train(s)

troop training (n, um)

trouble-free (um)

troublemaking

troubleshooter(s)

troublesome

trouble spot(s)

truckborne

truckdriver(s)

truck farm(s)

truckline(s)

truckload(s)

truckstop(s)

truck tractor(s)

truck trailer(s)

true-blue (um)

trunkline(s)

trust-building (um)

trust-busting (um)

try out, tries out, tried out, trying out

tryout(s) (n, um)

T-shaped

T-shirt

T-square

Tu-16

tube-feed(s), tube-fed, tube-feeding

tug of war(s)

tune(s) up, tuned up, tuning up

tuneup(s) (n, um)

turbo (cf, usually one word)
but
turbo-ramjet

turn(s) about, turned about, turning about

turnabout(s) (n, um)

turn(s) around, turned around, turning around

turnaround(s) (n, um)

turn(s) back, turned back, turning back

turnback(s) (n, um)

turncoat(s)

turn(s) down, turned down, turning down

turndown(s) (n, um)

turn(s) in, turned in, turning in

turn-in(s) (n, um)

turnkey(s)

turn(s) off, turned off, turning off

turnoff(s) (n, um)

turn(s) out, turned out, turning out

turnout(s) (n, um)

turn(s) over, turned over, turning over

turnover(s) (n, um)

turnpike(s)

turnscrew(s)

turntable(s)

turret deck(s)

turret gun(s)

turret ship(s)

turtleback(s) (n, adj)

20th-century (adj)

twenty-first

twenty-one

twice-reviewed (um)

twin-engine (adj)

twin-engined (um)

twin-jet (adj)

twin-screw (adj)

two(s)
two-faced (um)
twofold
two-piece (adj)
two-seater(s)
two-sided (um)
twosome(s)
two-thirds
two-way (adj)
two-wheeler(s)
typecast
typeface(s)
typescript(s)
typesetting
typewriting

U

ultra (pref, usually one word)
ultrahigh
ultraorthodox
ultrarightwing
ultrashortwave
ultrasonic
ultraviolet
but
ultra-ambitious
ultra-atomic
ultra-English
ultra-high-frequency (adj)
ultra-high-speed (adj)
ultra-high-voltage (adj)
ultra-large-scale (adj)

un (pref, usually one word)
unaware (adj)
unawares (adv)
uncalled-for (um)
unheard-of (um)
unMIRVed
unself-conscious
unsent-for (um)
unthought-of (um)
but
un-American
un-ionized

UN

UN Charter
UN-initiated (um)
UN Mission(s)
UN Permanent Representative(s)
UN Special Commission (UNSCOM)
UN Special Representative(s)

under (pref, usually one word)
under age (pred)
underage (um, too young)
under contract
undercover (um)
under cultivation (being tilled)
undercultivation (insufficient cultivation)
undercut(s), undercut, undercutting (n, v)
underdog(s)
undergo(es), underwent, undergone, undergoing
underground(s), undergrounded, undergrounding (n, adj, v)
under-ice (adj)
under oath
under obligation
under orders
underpriced
underrepresented (adj)
underresourced (adj)
underside(s)
under secretary, under secretaries (pl)
under-secretaryship(s)
under strength (pred)
understrength (um)
under suspicion
under-the-counter (um)
under water (pred)
underwater (um)
under way (pred)
underway (um)

uni (cf, usually one word)
unintelligible
uninterested (indifferent; see *disinterested*)
union-made (um)
union shop(s)

up
up-and-comer(s) (n)
up-and-coming (um)
upbeat
upcountry
update(s), updated, updating (n, v)
upend(s), upended, upending
up-front (um)
upgrade(s), upgraded, upgrading (n, v)
uphill

upkeep
uplift(s), uplifted, uplifting (n, v)
up-link(s), up-linked, up-linking (n, v)
upload(s), uploaded, uploading (n, v)
uprange
upriver
upstairs
upstream
upswing(s)
uptick(s)
up time(s)
up-to-date
uptown
upturn(s)
upwind

uppercase (printing)

upper-caste (adj)

upper-class (adj)

upperclassman, upperclassmen (pl)

uppercrust (n, um)

upper hand

upper-house (adj)

upper-income (adj)

upper-middle-class (adj)

uppermost

URL(s) (uniform resource locator)

US $3 million

usable

user friendly

userid(s)

upside down

US-owned (um)

U-turn(s)

V

vacillate(s), vacillated, vacillating

value-added (um)

variable rate mortgage(s)

V-E Day

verbatim

vertebra(s)

vertebrae (pl, scientific)

very-high-frequency (adj)

very-low-frequency (adj)

vice admiral(s)

vice-admiralty

vice chair(s)

vice chairman, vice chairmen (pl)

vice chancellor(s)

vice consul(s)

vice-consulate(s)

vice-consulship(s)

vice-marshal(s)

vice minister(s)

vice-ministry, vice-ministries (pl)

vice-presidency, vice-presidencies (pl)

vice president(s)

vice-presidential

vice-president(s)-elect (general sense)
but
Vice President-elect

vice versa

videocassette(s)

videoconferencing

videotape(s), videotaped, videotaping (n, v)

video tape recording(s)

Vietnam war

viewgraph(s)

viewpoint(s)

vilify, vilifies, vilified, vilifying

virtuoso(s)

vis-a-vis

visible

voice-activated (um)

voice mail(s)

Voice of America

volt-ampere(s)

voltmeter(s)

volt-second(s)

vote-casting (um)

votegetter(s)

vote-getting (um)

VRAM (video RAM)

C05757260

VRML (virtual reality modeling language)

W

wage earner(s)
wage-earning (um)
wage scale(s)
wagonload(s)
wait-and-see (adj)
waiting list(s)
waiting period(s)
wake-homing
walkie-talkie(s)
walk(s) in, walked in, walking in
walk-in (n, um)
walk(s) on, walked on, walking on
walk-on(s) (n, um)
walk(s) out, walked out, walking out
walkout(s) (n, um)
walled-in (um)
walled-up (um)
wall-like
wallpaper(s), wallpapered, wallpapering (n, v)
war chest(s) (n)
war crimes (n)
war-crimes (adj)
warfighter(s)
warfighting (n)
war-fighting (um)
war game(s) (n)
war-game(s), war-gamed, war-gaming (adj, v)
wargaming (n)
warhead(s)
warhorse(s) (nonliteral)
warlike
warlord(s)
warmaking
warmonger(s)
warpath(s)
warplane(s)
warplan(s)
warship(s)
wartime(s)
war-torn
war-waging (um)
war-wearied (um)
war weariness
war-weary (um)
war-winning (um)
war zone(s)
ward (suffix, usually one word; no final s)
afterward
homeward
northward
wardheeler(s)
warehouse(s), warehoused, warehousing (n, v)
warmed-over (um)
warm(s) up, warmed up, warming up
warmup(s) (n, um)
washed-out
wash(es) out, washed out, washing out
washout(s) (n, um)
wash(es) up, washed up, washing up
washup(s) (n, um)
wastewater(s)
watchband(s)
watchdog(s)
watchlist(s)
watchman, watchmen (pl).
watchword(s)
water-bearing (um)
water body, water bodies (pl)
waterborne
watercolor(s), watercolored, watercoloring (n, v)
water-cool(s), water-cooled, water-cooling
water-cooled (um)
water-cut (from oil well)
watered-down (um)
waterfall(s)
water-filled (um)
waterflood(s) (of oil wells)

waterflow(s)
waterfront(s)
waterhole(s)
water level(s)
waterline(s)
waterlogged
water main(s)
waterman, watermen (pl)
watermark(s) (as on stationery)
but
high water mark(s) (as in floods)
waterpower
waterproof(s), waterproofed, waterproofing (n, adj, v)
water sharing (n)
water-sharing (um)
watershed(s)
waterside(s)
waterski(s), waterskied, waterskiing (n, v)
water-soaked (um)
water-soluble (um)
water table(s)
watertight
water tower(s)
water treatment (adj)
waterway(s)
waterworks
watthour (Wh)
wave band(s)
waveform(s)
wave front(s)
waveguide(s)
wave height(s)
wavelength(s)
wave-swept (um)
way point(s)
way station(s)
weak-kneed (um)
weak-willed (um)
weaponmaking
weapons-grade
weapons of mass destruction (WMD)
weapons-of-mass-destruction (um)
weapons-related (um)
weapon system(s) (preferred), **weapons system(s)**
weatherbeaten
weather-hardened (um)
weather map(s)
weatherproof(s), weatherproofed, weatherproofing (adj, v)
weatherstrip(s), weatherstripped, weatherstripping (n, v)
web browser(s)
webcam(s)
webcast(s)
web index(es)
webmaster(s)
webpage(s)
web server(s)
website(s)
weekday(s)
weekend(s)
weekender(s)
weeklong (adj)
week-old (um)
well-being (n)
well-born (um)
well-bred (um)
well-coordinated (um)
well-done (um)
well-drilling (um)
well field(s)
wellhead(s)
wellhouse(s)
well-informed (um)
well-known (um)
well-looking (um)
well-off (um)
well-prepared (um)
well-read (um)
well-spoken (um)
wellspring(s)

SPELLING AND COMPOUND WORDS LIST

C05757260

well-thought-of (um)

well-thought-out (um)

well-to-do

well-trained (um)

well-wisher(s)

well-worn (um)

westbound

west-central

west end(s)

Western-government-backed (um)

Western Hemisphere

westernmost

westmost

west-northwest

westward

wet(s), wet or wetted, wetting (n, v; of water; see *whet*)

wet, wetter, wettest (adj)

wetland(s)

wheatfield(s)

wheat grower(s) (n)

wheatland(s)

wheat-rich (um)

wheatstalk(s)

wheelbarrow(s)

wheelbase(s)

wheelbox(es)

wheelchair(s)

wheeler-dealer(s)

wheelpower

whereabouts

whereas

whereby

whereupon

wherewithal

whet(s), whetted, whetting (to stimulate; see *wet*)

whipcord(s)

whip hand(s)

whiplash(es)

whirlpool(s)

whistle-blower(s)

whistle-blowing

whistlestop(s)

white book(s) (diplomatic)

whitecap(s) (nonliteral)

white-collar (adj, nonliteral)

white count(s)

white flag(s)

white goods

white lie(s)

white paper(s) (diplomatic)

whitewash(es), whitewashed, whitewashing (n, v)

wholehearted

wholesale

wholesome

wholly owned subsidiary (subsidiaries [pl])

wide (suffix, usually one word)
- armywide
- nationwide
- peninsulawide
- *but*
- Africa-wide
- Army-wide

wide-angle (adj)

wide-area (adj)

wide-awake (um)

wide-band (adj)

wide-body, wide-bodies (n, adj)

wide gauge(s) (n)

wide-gauge (adj)

wide-open (um)

wide-ranging (um)

wide-scale (adj)

widespread

widthwise

Wi-Fi

wild card(s)

wildlife

willful

willpower

wind (cf, usually one word)
- windblown
- windborne
- windbreak

windburn(s)
windchill(s)
windfall(s)
windmill(s)
windpipe(s)
windpower
windproof(s), windproofed, windproofing (adj, v)
windshield(s)
windspeed(s)
windstorm(s)
windswept
windward
but
wind tunnel (n)
wind-tunnel (adj)

window-dress(es), window-dressed, window-dressing

window-dressing (n)

windowsill(s)

wind(s) up, wound up, winding up

windup(s) (n, um)

wine-making (um)

wing flap(s)

wingspan(s)

wingspread

wingtip(s)

winter(s), wintered, wintering (n, v)

winterkill(s)

winterproof(s), winterproofed, winterproofing (adj, v)

winter-sown (um)

wintertime(s)

winter wheat

wireline(s)

wirephoto(s)

wiretap(s), wiretapped, wiretapping (n, v)

wise (suffix, usually one word)
businesswise
clockwise

wisecrack(s)

wise guy(s)

wise man, wise men (pl)

wise-spoken (um)

wish list(s)

witch hunt(s)

withdraw(s), withdrew, withdrawn, withdrawing

withhold(s), withheld, withholding

withstand(s), withstood, withstanding

WMD (weapon[s] of mass destruction)

woodland(s)

woodpulp(s)

woodwork(s)

woodworking (n, adj)

woolgathering

wool-lined (um)

woolshearing

woolworking

wordbook(s)

wordbuilding

word combination(s)

wordcraft

word-for-word (adj, adv)

wordlist(s)

word-of-mouth (adj, adv)

wordplay(s)

word watcher(s)

word wrap, word wrapped, word wrapping

work (cf, usually one word)
workday(s)
workflow(s)
workforce(s)
workhorse(s)
workload(s)
workman, workmen (pl)
workmanlike
workmanship
workout(s)
workplace(s)
workplan(s)
worksaving
worksheet(s)
workshop(s)
worksite(s)
workspace(s)
workstation(s)
workteam(s)
worktime(s)
workup(s)
workweek(s)
workyard(s)
workyear(s)

but
work hour(s)
work order(s)
work shift(s)

working-class (adj)

working day(s)

working-level (adj)

workingman, workingmen (pl)

working woman, working women (pl)

worldbeater(s)

world-class (adj)

World Court

world-record-breaking (um)

worldview(s)

World War II period (n)

worldwide

World Wide Web (WWW)

WORM (write-once, read-many)

wornout (um)

worrywart(s)

worship(s), worshiped, worshiping

worshiper(s)

worst case(s) (n, um)

worthwhile

would-be

wrack(s), wracked, wracking (wreck)

wrap(s) up, wrapped up, wrapping up

wrap-up(s) (n, um)

wreak(s), wreaked, wreaking (to cause)

write(s) down, wrote down, writing down

write-down(s) (n, um)

write(s) in, wrote in, writing in

write-in(s) (n, um)

write(s) off, wrote off, writing off

writeoff(s) (n, um)

write protected

writers guide(s)

write(s) up, wrote up, writing up

writeups (n, um)

wrongdoers

wrong-minded (um)

wrong-thinking (um)

wrought iron

WWW (World Wide Web)

Wye River Memorandum
but
Wye accord

X, Y, Z

X-ray(s)

X-shaped

Yak-40(s)

yearbook(s)

yearend

yearlong

year-old

year on year (adv)

year-on-year (adj)

year-round

years' (possessive case)

yellowcake (of uranium)

yellow fever

yes-man, yes-men (pl)

yesterday(s)

yet-determined (um)

yet-to-be

Y-joint(s)

young-looking (um)

youthlike

zero-gravity (adj)

zero(s)

zero-sum (adj)

zigzag(s), zigzagged, zigzagging (n, adj, v)

§ 9. WORD WATCHERS LIST

9.1. What's in This Chapter?

The Word Watchers List contains an alphabetized compilation of entries dealing with possibly troublesome words, word types, and word problems. It is intended to help writers and processors of the written word find quickly the answers to questions likely to arise most often in their work. Most of the entries provide answers on the spot. Others direct the user to other entries in this chapter (such references are highlighted in red) or to parts of earlier chapters referred to by section or footnote number.[42]

9.2. Who Are the Word Watchers?

This compilation is meant to provide guidance for writers of intelligence publications as well as writers of intelligence-related administrative papers. All are assumed already to possess the three essentials of intelligence analysis: knowledge, clarity of thought, and good judgment. No writing, however skilled, can conceal deficiencies in these requisites.

9.3. Some Helpful Precepts

Written English is the analysts' and administrators' main vehicle for conveying their studied evaluations to consumers. Mastery of the language adds force, precision, and grace to these presentations. Writers who want to compose English prose devoid of jargon and easy to comprehend should bear in mind these concepts:

- Keep the language crisp and pungent; prefer the forthright to the pompous and ornate.
- Do not stray from the subject; omit the extraneous, no matter how brilliant it may seem or even be.
- Favor the active voice and shun streams of polysyllables and prepositional phrases.
- Keep sentences and paragraphs short, and vary the structure of both.
- Be frugal in the use of adjectives and adverbs; let nouns and verbs show their own power.
- Make sure that subject and verb agree in number; do not be tricked by intervening words.
- Be just as sure that every pronoun has a clearly identifiable antecedent and that the two agree in number and gender.
- Be aware of your reading audience; reserve technical language for technical readers.
- Be objective; write as a reporter or analyst or administrator unless you are entitled to write as a policymaker.

[42]Note that a section number always begins with the number of the chapter in which the section appears—section 7.3, for example, is the 3rd section of chapter 7. Footnotes, however, are numbered in one sequence throughout—from footnote 1 in chapter 1 to footnote 42 in chapter 9.

a, an before h	Use *an* when the next word begins with a silent *h* (*an herb*); use *a* when the *h* is pronounced (*a historic occasion*).
aboard, on board	*Aboard* can be an adjective (*the crew is aboard*), an adverb (*they went aboard*), or a preposition (*they are aboard the ship*). The prepositional phrase *on board* can be used adjectively (*they are on board*) or adverbially (*they went on board*) but preferably not prepositionally—avoid *they went on board the ship*.
about, approximately, around	*Around* is acceptable in approximations of time: *around three o'clock*. In other contexts it is a questionable synonym for *about* or *approximately*. Given a choice between those two words, choose *about* most of the time; it saves space and sounds less stuffy. Do not use *about* (or *approximately, around,* or *estimated)* when a figure is stated precisely. Do not say *during the attack,* ***about*** *3,041 troops were killed* if you are sure of the number. If you are not sure, replace the 3,041 figure with *about* (or *an estimated*) *3,000*.
absolutes	Some adjectives convey an absolute: it is the whole thing or nothing. They do accept modifiers that take away their absoluteness—*almost*, for example—but they do not accept limiting modifiers such as *somewhat, totally, more*, and *less*. The Preamble to the US Constitution is out of bounds grammatically when it speaks of *a more perfect Union*, and, as the common saying puts it, a woman cannot be *somewhat pregnant*. Other words in this category are *eternal, fatal, incessant, maximum, minimum, ultimate, unique*, and *universal*. *Absolute maximum* is overkill: *maximum* says it all.
accelerate	See escalate, accelerate, intensify.
acquiesce, agree	*Acquiesce* takes the preposition *in*, not *to* (*acquiesce* ***in*** *the decision*); *to* is used with *agree* (agree **to** the plan).
acronyms	Explain them as you would any other abbreviation. But be aware that acronyms do not always seem to follow conventions about capitalization or other matters (*Aramco, NATO, agitprop*). Usually, when an acronym is made up solely from the first letter of the major words in the expanded form, render the acronym in all capitals (*North Atlantic Treaty Organization*, or *NATO*). We write *comsat* when speaking generally of a communications satellite but *Comsat* in reference to the corporation. The term *Landsat* should refer only to the US Earth resources satellite, but *landsat* might be used in a less specific reference.
active voice	In formal writing, prefer the active voice. *Lifeguards clear beaches when forecasters predict storms.* Only if your focus is beach clearing rather than lifeguards would the passive be preferred. *The beaches are cleared when storms are forecast.*
activity	See condition, situation, activity.
additionally	Prefer *in addition* if you must use something.
adverbs	When modifying a verb, adverbs usually go between the auxiliary (or auxiliaries) and the main verb. (*The Prime Minister has finally announced her decision.*)

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adverse, averse	sound alike, and both express opposition, but *adverse* applies to something working against a person or program (*adverse weather conditions*), and *averse* applies to a person who is against something. (*He is averse to traveling by plane.*)
affect, effect	*Affect* as a verb means to influence, to produce an effect upon. (*The blow on the head affected John's vision.*) *Effect*, as a verb, means to bring about. (*The assailant effected a change in John's vision by striking him on the head.*) *Effect*, as a noun, means result. (*The effect of the blow on John's head was blurred vision.*)
agree	*with* a person, *to* a proposal, *on* a plan. (See acquiesce, agree.)
AIDS	See HIV/AIDS.
all ready, already	are not interchangeable. The first means everybody is set to do something; the second means by or before a specified or implied time. (*Fortunately, the employees are all ready for the 3:00 meeting because it is already 2:45.*)
all right	never *alright*.
all together	See altogether, all together.
already	See all ready, already.
almost	See most, mostly, almost.
along with	See together with.
also	When used as a direct modifier of a negative verb—*he also does not favor import quotas*—*also* sounds awkward and unidiomatic. Do one of three things: move the word to modify the whole sentence or clause (*also, he does not favor import quotas*), replace it (*he does not favor import quotas either* or *moreover, he does not favor import quotas*), or make the verb positive (*he also opposes import quotas*). Be sure, moreover, that *also* is intended to modify the verb directly and not some other word in the sentence; *also*, like *even* and *only*, is a notorious "floating modifier." (See fill-ins.)
alternate, alternative	*Alternate* means rotating, following by turns; *alternative* pertains to a choice between possibilities. *Alternate*, as an adjective, does overlap *alternative* by conveying the idea of a second choice.
altogether, all together	*Altogether* means all told or completely. *All together* means in unison.
always	means on every occasion or forever. Be sure that you do not use *always* when you mean habitually or usually. *The President always leaves his office at noon on Saturday.* Are there no exceptions? (See absolutes.)
ambiguous, ambivalent	Use *ambiguous* if you wish to point out inconclusiveness or lack of clarity in a situation. *Ambivalent* applies to mixed feelings, the simultaneous operation in the mind of two different and usually conflicting desires.
American	is certainly acceptable as a noun meaning a US citizen, but for the adjective describing our country the preferred term is US.
among	See between, among.
amused	See bemused.

anathema	means both a curse or denunciation and the thing or person cursed or denounced. In the former case the article and plural are used. *The anathemas of the losers, to pronounce an anathema.* In the latter they usually are not. *He was anathema to his enemies, they were anathema to their enemies.*
and, but, however	may be used at the beginning of a sentence when emphasis is desired, but use this construction sparingly; overuse blunts its effect and leans toward the informal.
and/or	Do not use in DI writing. See section 5.17c.
and so forth	See etc., and so forth.
anticipate, expect	When you *anticipate* an event, you generally make some preparation for it; when you *expect* an event, you simply await developments before acting. *They anticipated a hostile crowd, so they mobilized the National Guard.* Had they *expected* a hostile crowd, they would not have been surprised, but the National Guard would not have been there.
anxious, eager	Both connote a strong interest or desire; use *eager* unless you want to add a dimension of worry or fear.
any	as a pronoun, can take either a singular or a plural verb. *Any* [any one] *of her options is suitable. Are any* [some] *of them practicable?*
apparently	See qualifiers.
appraise, apprise	*Appraise* means to set a value on; *apprise*, to inform. *Apprise*, however, is considered a pretentious word and should be avoided.
approximately	See about, approximately, around.
apt	See likely.
around	See about, approximately, around.
as	in positive comparisons, is followed by another *as*. *She is as clever as her adversary.* Watch out for mismatches. *As good as or better than*, not *as good or better than*. In negative comparisons, so may be substituted for the first *as*. *She is not so clever as her adversary.* (See like, as and compare, contrast.)
as far as	Confusion arises with the construction *as far as . . . is concerned.* This is an indissoluble unit; *as far as* by itself is incorrect. *As far as football teams are concerned, I like the Redskins* is correct. *As far as football teams, I like the Redskins* is not.
as noted	See fill-ins.
assure, ensure, insure	*Assure* applies to persons (*to assure a leader of one's loyalty*). It alone has the sense of setting a person's mind at rest. Use *ensure* to mean make certain (*to ensure a nation's security*). *Insure* means to cover with insurance.
as well as	See together with.
as yet	Most of the time as can be dropped.
asylee	a permissible word, even though not in many dictionaries, meaning a person seeking asylum or one given asylum.
at the same time	See fill-ins.
augur, auger	*Augur* is a verb meaning to predict from signs or omens. An *auger* is a tool for boring holes.

averse	See adverse, averse.
awhile	is not preceded by *for*. *He stayed awhile*; but *he stayed for a while*.
based on, due to, owing to	These word sets are almost always awkward and often introduce dangling phrases: *Due to* (or *owing to*) *illness, the meeting was postponed*. You can usually produce something smoother by reworking the sentence: *We had to postpone the meeting because almost everyone was sick*.
basically	See fill-ins.
because	See reason, because.
bedouin	Capitalize *Bedouin* when referring to an ethnic population, as in Jordan (see *The World Factbook*). When referring to a nomadic lifestyle, lowercase is suitable (*the bedouin belief in afreets [powerful evil demons]*).
beef up	Avoid this overused term. (See metaphors.)
before	See prior to, before.
bemused	means confused or bewildered and is not synonymous with *amused*.
between, among	*Between* expresses the relationship of two persons or things (*between the devil and the deep blue sea*); *among*, the relationship of three or more (*The spoils of victory were divided among the four winning parties*). Use *between*, however, if you are considering more than two things in pairs as well as in a group. (*We see major differences between the policies of Country A, Country B, and Country C*.)
biannual, biennial, semiannual	Both *biannual* and *semiannual* mean twice a year; *biennial* means every two years. To avoid confusion between *biannual* and *biennial*, avoid the former and use *semiannual*. Even better, say *twice a year* and *every two years*.
bits, bytes	are considered units of measure and are quantified in figures, not spelled-out words (*a 7-bit byte, 5 bytes of 7 bits each*; but *five 7-bit bytes*—see section 2.23a).
blatant, flagrant	Both words describe glaringly antisocial behavior. *Blatant* denotes the obvious, the offensive, the obtrusive: *a blatant lie*. *Flagrant* carries a stronger overtone of malice; it denotes deliberate, obtrusive wrongdoing. One who willfully violates a pledge commits a *flagrant* act. Both words convey subjectivism in many contexts. (See subjective words.)
bloc	is usually not capitalized, except for references to the former Soviet Bloc.
blog	A *blog* is a type of website, usually maintained in an online journal format, containing commentary, descriptions of events, or other material such as graphics or video. As a verb, *blog* means to maintain or add content to a blog. *Blog* is short for *weblog*, but the longer term is rarely used.
boat, ship	*Boats*, nautically speaking, are usually small craft that can be carried on a *ship*, a larger vessel suitable for crossing the high seas. The exception is a *submarine*, which is most often referred to as a boat. All take the pronoun *it*, not *she*.
both	is redundant in expressions such as *they both agree* or *they both share*. With three, however, *both* might be used: *Both London and Paris agree with Washington that the arrangement is sound*.
both . . . and	Be sure that the material that follows is in balance. *He was deaf to both argument and entreaty*, not *he was both deaf to argument and entreaty*. (See parallelism.)

boycott, embargo	A *boycott* is a refusal, usually by an organized group, to buy or use a particular product or service. It is not synonymous with *embargo*, which is a legal restriction on trade.
breach, breech	As a noun, *breach* is a violation, a gap, or a rift in a solid structure. Do not confuse it with *breech*, which is acceptable only in reference to ordnance and to human anatomy.
burgeoning	Originally descriptive of something newly emerging, *burgeoning* has become accepted for something growing and expanding rapidly.
burnish	means to make shiny or lustrous; it is not correct to say someone *burnished his credentials*.
but	See and, but, however.
bytes	See bits, bytes.
cadre	*Cadre* was originally a military term for a group around which a larger unit is formed but now, under the influence of communist terminology, may denote any core group, as well as a member of such a group. Use in a nonmilitary context seems to be dying out as the Cold War era fades further into history. Use an English term if possible. Always add an s when the word is plural. (See cohort.)
calculate	See feel.
capital cities	in intelligence writing are generally legitimate stand-ins for the names of national governments. *Moscow's position is clear* is fine, but be sure not to use capital cities when you are referring to the country as a whole. Do not write, for instance, *Moscow is reinforcing its borders*.
casualties	include persons injured, captured, or missing in action as well as those killed in battle. In formulating casualty statistics, be sure to write "killed *or* wounded," not "killed *and* wounded." (See injuries, casualties.)
celebrity copycatting	can lead one up the garden path because those emulated are not always pure of speech. A venerable newscaster persists in mispronouncing *February* (without the first *r* sound) and has misled a whole generation. Another Pied Piper of TV is given to saying "one of those who *is*"—joining many others who are deceived by the *one* and forget that the plural *who* is the subject of the verb (see one). The classic copycat phrase, *at this point in time*, grew out of the Watergate hearings and now is so firmly entrenched that we may never again get people to say *at this time, at present*, or simply *now* (see presently).
center	as a verb is used with *on, upon, in*, or *at*, but not *around*. *The dispute* ***centers on*** *the fairness of the election*. The dispute can, however, ***revolve around*** *the fairness of the election*.
charisma	is a Greek word denoting divine grace or endowment. Its use should be limited to those rare and gifted persons who attract exceptional devotion from great numbers of followers.

China, Taiwan	The full name of the People's Republic of China is usually shortened to *China*. *PRC* may be used. Hong Kong has been a Special Administrative Region of China since July 1997. *Chinese* is the preferred adjective and refers only to the mainland. For what was once called Nationalist China or the Republic of China, use only *Taiwan*, both as noun and as adjective. For variation, *Taipei* may be used in either noun or adjective form (for example, *the officials in Taipei*, or *the Taipei authorities*), but avoid *Taiwanese* as an adjective referring to the island's administration or its officials (and do not use the term *Taiwanese government*). The terms *Communist China* (and *Chinese Communist*) and *Nationalist China* (and *Chinese Nationalist*) or *Republic of China* should be used only in historical contexts.
citizenry	See pretentious words.
clearly	See qualifiers.
climactic, climatic	*Climactic* refers to climax or high point, *climatic* to weather. *The **climactic** moment of the President's trip came at Bonn. The **climatic** changes in the area are being studied.*
clout	is best confined to fights and baseball or golf. It can be used occasionally in the metaphorical sense of influence or power, but it always sounds colloquial. (See colloquialisms.)
cohort	always refers to a group of people. Emphasis is on the trait or traits common to all members. *Cohort* should not be used as a synonym for *comrade* or *comrades*. Mr. X may belong to a cohort, but neither he nor his buddies are cohorts. (Compare cadre.)
colloquialisms	are words or phrases suitable for conversation or other informal situations but not for intelligence writing.
colored	See footnote 6.
combined, joint	When referring to military exercises or operations, a *combined* exercise involves the forces of more than one country, a *joint* exercise two or more services of the same country.
communication(s)	In military/security terminology *communication* usually adds s as an adjective: *communications equipment*, *communications intelligence*. As a noun it sometimes drops the s: *sea lines of communication* (sometimes abbreviated *SLOCs* and pronounced as an acronym).
communism	See section 1.13 and footnote 3.
comparatively	See relatively, comparatively.
compare, contrast	*Compare to* points out likenesses; *compare with* points out both likenesses and differences; *contrast with* points out only differences. *He **compared** his cabinet **with** Kennedy's.* (He pointed out similarities and differences.) *He **compared** his cabinet **to** Kennedy's.* (He showed how much alike they were—and by implication, how praiseworthy his cabinet was.) *He **contrasted** his cabinet **with** Kennedy's.* (He emphasized the differences.) When using *compared* as a participle, preceding it with *as* will ensure better comprehension and in some cases avoid the appearance of a dangling participle. *This year's output, **as compared with** last year's, is more export oriented.*

compel, impel, propel	*Compel* means to force, drive, or constrain; *impel* to urge to action through moral pressure; *propel* to impart motion to.
comprise, compose, include	*Comprise* views a collection as a whole; it means to contain or to consist of. Use *comprise* when referring to all components; use *include* when mentioning only some of them. *The statement comprises all he has to say on the topic. The statement includes a cogent summary of his thoughts.* *Compose* emphasizes the elements of a collection; it means to constitute or to make up. Unless accompanied by a modifier, it, too, refers to all components. *The parts compose the whole. The committee is composed of Sue, Jim, and Andy, among others.* The real problem with *compose/comprise* comes with the passive form. *Compose* in the sense of contain generally requires a passive construction: *is composed of. Comprise* lacks a meaningful passive form, but (partly because *comprise* sounds fancier than *compose*) we try to fill the gap with a parallelism: *is comprised of.* Never use this phrase. Something can be *composed of* a, b, and c. It can *include* a, b, and c. It can *comprise* (be made up of, be composed of) a, b, and c. It can never be *comprised of* a, b, and c.
concern	takes different prepositions for different senses. *He is concerned* ***with*** *computers* (he is so occupied or employed). *He is concerned* ***about*** *computers* (he is worried about them). When used in the sense of worry, concern sounds limp: *The government of Country A is concerned about US policy.* Focus whenever possible on what the government *calculates*, on what it might do.
concerted	meaning combined, requires a plural subject or object to make sense. Only *we* or *they* (never *I*, *he*, *she*, or *it*) can make a "concerted effort."
conclave	is a secret meeting, not just any gathering.
concrete steps	In nonliteral use this phrase raises awkward connotations of literalness. Say *concrete measures* or *specific steps.*
condition, situation, activity	often intrude into sentences for no reason. Good writers will say *the famine is worsening*, not *the famine conditions are worsening. The deteriorating economy* reads better than *the deteriorating economic situation.* Likewise, *the Russian Navy continued its exercises*, not *its exercise activities*.
consensus	is an opinion held collectively, not simply by a majority. Note the spelling: one *c*, three *s*'s.
consider, regard	*Regard*, in the sense of coming to a belief after careful deliberation, is usually followed by *as*; *consider*, in the same sense, is not. *He considered the vote a defeat. He regarded the vote as a defeat.*
consul	See council, counsel, consul.
continual, continuous, continuing, continued	*Continual* applies to something that occurs intermittently or is repeated at intervals, *continuous* to something that is uninterrupted in time or space. *Continuing* can be used in either sense. *Continuing* and *continued* are most often seen in government prose as pallid filler words. When tempted to use either, ask yourself whether there is a more effective word or whether you can do without the adjective. *His continuing efforts . . .* (*persistent efforts? fruitless efforts?* Do you need any adjective at all?)
contractions	are not acceptable in formal writing.
contradistinction	See pretentious words.
contrast	See compare, contrast.

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convince, persuade	are not interchangeable. A person is *convinced of* a need after he has been *persuaded to* recognize the need. *They convinced him of the importance of his participation and persuaded him to join.* If *convince* is followed by *to*, it usually is incorrect.
could, may, might	In the DI these words are used more or less interchangeably in a predictive mode: *Country A could (may, might) invade Country B.* Strictly speaking, however, they are not predictive at all. They are conditionals, and conditionals carry little analytic weight without the anchor of a limiting condition: *Country A* ***may*** *invade country B* ***if*** *Country B's leader leaves the scene.* Moreover, the three words are not synonymous. *Could* means *would be able to* and should be confined to statements dealing with capability. *Country A* ***could*** *invade Country B* ***if*** *it achieved air superiority.* Without a limiting condition, *could* carries the connotation that the capability exists but will not be used. *Country A could invade Country B (but we do not think it will).* Both *may* and *might* deal with possibility. For many, *might* carries an implication of greater uncertainty on the part of the writer. Again, the construction provides little enlightenment unless it offers further analysis. *Country A* ***may*** *invade Country B* ***if*** *President X gets the support of Country C. Country A* ***might*** *invade Country B* ***if*** *President X can persuade the legislature to back him.* Note the logical constraints imposed by *may* and *might* when they are properly yoked to a limiting condition. The last two examples not only warn about a possible invasion if certain conditions are satisfied; they also tell the reader by implication that the invasion *will not* occur *unless* the conditions are satisfied. If that is not what we want to say, the sentence needs reworking.
council, counsel, consul	*Council* is a noun that refers to a deliberative assembly, its work, or its membership. *Counsel* may be either a noun or a verb; it applies to advice and the person proffering that advice. *Consul* is the title of an officer in the foreign service.
countries, nations	Even La Belle France and Mother Russia are neuter and, like boats, take neuter pronouns (*it, they*). For information on country names and nationality designators, consult *The World Factbook.* (See footnote 1.)
credence, credibility, credulity	*Credence* means belief or mental acceptance. *Credibility* is the quality of being believable; something is *credible* when it is worthy of belief and judged plausible. One receives information that lends *credibility* to a rumor; one gives *credence* to the rumor upon being convinced that the information is valid. One who gives credence too easily is likely to stray over into *credulity*, which is next to gullibility.
crisis	In international affairs, a *crisis* is a situation involving significant actual or potential conflict. Similarly, in a country's domestic politics, reserve the word for major turning points. *Crisis* should not be used to describe lesser disruptions.
criteria	See data, media, criteria, phenomena.
culminate	takes the preposition *in* and is used intransitively. *The concert* ***culminated in*** *a sing-along,* not *a sing-along culminated the concert.*
cyberspace	the electronic medium of computer networks in which online communication occurs.

dangling participles	See participles.
data, media, criteria, phenomena	are plural and therefore require plural verbs. The singulars are *datum*, *medium*, and (because they come from Greek rather than Latin) *criterion* and *phenomenon*. *Datum* and *medium* rarely have a place in DI writing, but we do use *criterion* and *phenomenon*. One never satisfies a criteria or observes a phenomena. (Note: *Gregg* points to a few instances when *data* and *media* might appropriately take a singular verb in formal writing; see section 1018. In the DI, you still are safer sticking with a plural verb.) The majority of *-um* nouns, of course, appear most often in the singular form. When pluralizing them, the DI generally uses English rather than Latin endings—for example, *forum(s)*, *curriculum(s)*. See also *Gregg*, section 614, for lists of the preferred pluralizations of foreign words.
dates as modifiers	A date should be used adjectivally only if you are distinguishing one event from another. Thus, the *1973 Middle East war* differentiates that conflict from others in other years. In contrast, *the 1901 assassination of President McKinley* and *the 1991 Iraqi invasion of Kuwait* need to be recast because they refer to unique events. Ending the phrases with *in 1901* and *in 1991*, respectively, would be a quick solution, but more creative choices may be available.
decimate	originally meant to select by lot, and then to kill, one out of every 10 in a group of enemies. Now it is used (and overused) to encompass heavy losses of many kinds. Use it only when referring to people, most often military people, and only when actual deaths are involved. Troops and units can be decimated. By extension, a disease can decimate a population. But buildings, tanks, and crops are damaged or destroyed, not decimated; and government economizing does not, one hopes, decimate the relief rolls.
definitely	See very, definitely.
defuse, diffuse	*Defuse* means to remove a fuse (or *fuze*—see the spelling and compounding list in chapter 8) from a weapon or, nonliterally, to deintensify, as in to *defuse a crisis*. *Diffuse* means to spread around, to scatter.
depart, leave	*Depart* requires a preposition; *leave* does not. *She will **depart from** Dulles today and will **leave** London on Tuesday.*
deploy	applies to military movement—in its narrowest definition, to military movement in preparation for battle. Avoid using it in the service of nonmilitary activity.
deprecate, depreciate	*Deprecate* means to express disapproval of something. Besides its application to prices and values, *depreciate* means to belittle something. If you *depreciate* someone's public-speaking skills, you are saying they do not amount to much; if you *deprecate* a speech, you are criticizing it.
developing countries	See less developed countries.
die	is something we all do, even writers who relegate world leaders to a sort of Immortality Club with phrasing like *the President has taken steps to ensure a peaceful transition if he should die.* Reality can be recognized by inserting *in office* or *before the end of his term*, or even by saying simply *when he dies*.
Dietmen	Avoid this term for members of the Japanese legislature; rather, use *Diet members* or *members of the Diet*.

different from	is correct; *different than* is not. *Her opinion is different from his.* Better yet, *differs from.*
diffuse	See defuse, diffuse.
dilemma	involves a choice between two equally unsatisfactory courses of action. It is not the proper word to use when you mean simply a predicament or a troublesome decision. *The general had a dilemma: he had to decide whether to surrender or to face almost certain defeat on the battlefield.*
diplomatic corps	comprises all foreign diplomats assigned to a particular city; it is not synonymous with a country's diplomatic (or foreign) service. *Jones, a member of the British Foreign Service since 1983, is currently dean of the diplomatic corps in Ouagadougou.*
disburse, disperse	*Disburse* refers to the release of funds. *The payroll office disbursed the funds on Friday. Disperse* means to scatter. *The air force dispersed all its aircraft on Friday.*
disclose	See reveal, expose, disclose, divulge.
discreet, discrete	*Discreet* means cautious, prudent. *Discrete* means separate, distinct.
disinformation, misinformation	*Disinformation* refers to the deliberate planting of false reports. *Misinformation* equates in meaning but does not carry the same devious connotation.
disinterested, uninterested	*Disinterested* means impartial, not swayed by self-interest. *He attended the conference as a disinterested observer. Uninterested* connotes indifference. *She was uninterested in the film on management techniques.*
disperse	See disburse, disperse.
divulge	See reveal, expose, disclose, divulge.
domestic, indigenous	These words are synonymous in some senses but not all. Modifying *production*, for example, both define it as homegrown, or related to the country concerned. Modifying *animal*, on the other hand, the words diverge in meaning, *domestic* meaning domesticated or tamed, *indigenous* connoting native to or naturally occurring in the country or region concerned. In a phrase like *domestic political opponents* domestic is unnecessary because political opponents are always domestic unless otherwise stipulated; you may not need *political* either.
downbeat	See upbeat, downbeat.
due to	See based on, due to, owing to.
during	See more than, fewer than, over, under, during, while.
each	As a subject, *each* takes a singular verb and singular related pronouns. *Each has his own duties.* If, however, *each* follows a plural subject, the verb is plural. *The President and the Vice President each have an interest in the outcome.*
eager	See anxious, eager.
East Asia	Prefer to Far East.
East-West	*East-West* relations refers to those between the United States and its allies on one side (the West) and the Soviet Union and its allies on the other (the East) between World War II and the breakup of the Soviet Union in 1991.
economic growth	DI publications do not use the term *negative rate of economic growth.* Say instead that gross domestic product (or gross national product) is declining.

effect	See affect, effect.
effectuate	See pretentious words.
either	as a subject, takes a singular verb and pronoun. For *either . . . or* constructions, see neither . . . nor.
election	Singular in most cases: usually there is only one election at a time (*national election, general election, presidential election*). But *presidential and legislative elections, municipal elections in several parts of the country.*
e-mail	a way to transmit messages electronically, or a message or messages so transmitted.
e-ticket	a paperless electronic document used for ticketing passengers, usually on an airline.
e-trade	electronic stock trading.
embargo	See boycott, embargo.
emigrate, immigrate, migrate	*Emigrate* is to leave a place permanently and is usually followed by *from. Immigrate* is to come to a place permanently and is usually followed by *to. Migrate* embraces both. *The doctor* ***migrated*** *in the 1950s. He* ***emigrated from*** Sweden. *He* ***immigrated*** *to Italy.* When a sentence includes both the place of departure and the place of arrival, *immigrate* is usually omitted. *He* ***emigrated from*** Sweden ***to*** *Italy.*
enormity, enormousness	*Enormity* means great wickedness. *The enormity of his attempts to conceal the facts led to his ouster. Enormousness*, the noun form of *enormous*, means great size.
ensure	See assure, ensure, insure.
enthuse	should not be used. (See colloquialisms.)
enunciate	See pretentious words.
equal, equivalent	*Equal* emphasizes precise quantitative likeness. *The three countries have equal numbers of submarines. Equivalent* applies to two or more things that have a qualitative similarity. *The military capabilities of the three countries are roughly equivalent.*
equally, as	Do not use these two words together in the same sentence (*equally as*) when you are making comparisons. Drop *equally* when you are comparing two persons or groups or two things. *He is as ineffective as his predecessor* (not *equally as ineffective*). Drop *as* when you name only one person or group or one thing in the sentence. *They are equally ineffective.*
equivalent	See equal, equivalent.
escalate, accelerate, intensify	*Escalate* means to increase by successive stages. A confrontation can *escalate* from border skirmishes to raids to invasion to all-out war; pensions can *escalate* with annual cost-of-living increases. Do not use *escalate* when you mean simply accelerate or intensify. *His political problems are escalating* is poor usage.
essentially	See fill-ins.
estimated	See about, approximately, around.
etc., and so forth	Rarely appropriate in DI writing. Enumerating the additional instances is usually more helpful.
eternal	See absolutes.

even	a notorious floating modifier when used as an adverb. If it ends up in the wrong place it can distort meaning, and proper placement in a sentence requires care. *Even the Secretary was not disturbed by the threats* (and, if anybody would be, it would be he). *The Secretary was not even disturbed by the threats* (in fact, he was more or less unaffected). *The Secretary was not disturbed even by the threats* (much less by other things).
eventuate	See pretentious words.
evidence	is not a synonym for information or reporting. For the most part, avoid the word and get on with the analysis. Such phrases as *available evidence indicates* are essentially meaningless.
evidently	See qualifiers.
evince	See pretentious words.
exacerbate	Avoid this word; try *weaken*, *worsen*, *heighten*, *intensify*, *widen*, or *deepen* instead. (See pretentious words.)
exile	Except for diplomatic exile, a person is exiled *from* a country, not *to* a country. (See asylee.)
expect	See anticipate, expect.
expose	See reveal, expose, disclose, divulge.
extra words	See verbal overkill.
fake analysis	Phrases like the following betray sloppy thinking and detract from any serious presentation: anything can happen it is not possible to predict further developments are to be expected it is too early to tell it remains to be seen only the future will tell
Far East	See East Asia.
farther, further	*Farther* refers to physical or literal distance; *further* conveys the notion of additional degree, time, or quantity. A person hits a ball *farther*; he pursues a subject *further*.
fatal	See absolutes.
fear	Use only to describe a strong emotion, not a vague concern, an uneasy feeling, or an ill-defined skepticism.
feel	carries tricky emotional overtones. If a piece of analysis says the leaders of another country *feel* a certain way, the policymaking reader may conclude that the writer is identifying with those leaders—and perhaps criticizing the policymaker. You are on safer ground with *calculate* or *estimate*, whose relationship to the policymaker's operational world is unambiguous.
fewer, less	*Fewer* applies to numbers or units considered individually, *less* to quantities taken collectively. *Fewer dollars, less money; fewer months, less time; fewer miles, less distance.*
fewer than	See more than, fewer than, over, under, during, while.

fill-ins	Reserve words and phrases like the following for those few occasions when they are really needed: *also, as noted, at the same time, basically, in connection with, indeed, in this context, of course, on the other hand, essentially, significantly, with reference to*. (See verbal overkill and fake analysis.)
finalize	See -*ize* words.
fiscal, monetary	*Fiscal* applies to a budget, *monetary* to currency.
fiscal year	See section 2.20d and footnote 18.
flagrant	See blatant, flagrant.
flammable, inflammable	*Flammable* is the preferred word when you are describing a combustible substance. However, a situation or a temperament is *inflammable*, not *flammable*.
flaunt, flout	*Flaunt* means to display ostentatiously; *flout* means to disobey openly, to treat the rules with contempt. *The starlet flaunted her physical assets in hopes of getting a good role. George flouted community association rules when he built a glass house.*
flounder, founder	As a verb, *flounder* means to stumble about clumsily; *founder* means to go lame (as with horses), to sink (as with boats), to collapse, or to fail utterly.
flout	See flaunt, flout.
forceful, forcible	*Forceful* means vigorous, strong, effective. If you want to connote the exertion of force, use *forcible*.
forego, forgo	*Forego* is to go before in time or place. Instead of using it we would usually write *go before* or *precede*. If you are doing without something, *forgo* the *e*.
foreword, forward	*Foreword* is the name for something written, usually by someone other than the author, to appear at the beginning of an article or book—whose author ordinarily writes the *preface*. Do not confuse with *forward*, which means near, at, or moving toward the front.
forgo	See forego, forgo.
former	See latter, former.
forthcoming	See upcoming, forthcoming, coming.
fortuitous, fortunate	*Fortuitous* describes something that happens by chance or accident. Do not confuse with *fortunate*. A *fortuitous* event can be either fortunate or unfortunate.
fortunately	See subjective words.
forward	See foreword, forward.
founder	See flounder, founder.
fractions	*One-half, one-third*, and the like are used when the fractions are precise. When precision is lacking, use *a half, a third*, and so forth.
Free World	is at best an imprecise designation. Use only in quoted matter.
fulsome	means offensive or loathsome, not complete or full.
further	See farther, further.

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gender	The English language is steadily acquiring new terms to counter the predominance of masculine forms: *anchor, newscaster, flight attendant, business person, layperson, chairperson, chair, mail carrier, Diet member, member of Congress, firefighter, police officer.* No completely satisfactory substitute yet exists for the pronouns *he, she, his, her,* and *him.* The best solution is to use the plural: *All representatives* (instead of *each representative*) *must cast their ballots* (rather than *his or her ballot*). If this is impractical, stick with *one* or *he or she* until someone comes up with a better idea.
gibe, jibe	A *gibe* is a taunt or sneer. *Jibe* is the act of shifting sails. Informally, to *jibe with* means to agree.
hackneyed phrases	Phrases like the following have been overused to the point of becoming meaningless cliches. Note the number of tired metaphors, and of equally tired adjectives and adverbs, in this list. a likely scenario assume the mantle of office bottom line broad outlines of the case considered judgment dire straits far-reaching implications geared up for action generates further disagreement hammer out a compromise heightened tensions hit the campaign trail keep their options open net effect of the decision nonstarters potential chokepoint refurbish his tarnished image triggered new developments viable alternatives widely held perception
hanged, hung	*Hanged* is the past tense of *hang* when referring to an execution; *hung* is the proper past tense in all other meanings.
hardly	has the force of a negative (*They had hardly any* [not no] *response.*); be careful to avoid an inadvertent double negative (*does not hardly*).
he/him/his	See gender.
historic, historical	*Historic* means famous in history. (*Gettysburg was the scene of a historic battle.*) *Historical* refers to general events of the past. (*She presented a historical review of the Middle East.*)
HIV/AIDS	Use *HIV/AIDS* when discussing the disease in terms of its social, economic, and political impacts. Use *HIV* by itself when discussing the human immunodeficiency virus or HIV prevalence rates. Use *AIDS* by itself when discussing mortality rates or the prevalence of AIDS-related illnesses, which follow HIV infection.
Hong Kong	See China, Taiwan.
hopefully	means with hope. Avoid using the word in the sense of *it is to be hoped, in the hope of,* or *let us hope.* (See subjective words.)
however	See and, but, however.
HTML	abbreviation for hypertext markup language.
hung	See hanged, hung.
hyperlink	a word, phrase, or image in a document that, when clicked on with a computer mouse, will take the user to a point in another document or another place in the same one. Hyperlinks are most common in webpages but can also be found in other hypertext documents.

hypertext	a computer-based text retrieval system that enables a user to access particular locations in webpages or other electronic documents by clicking on hyperlinks.
hypertext markup language	a special language used to write pages and sites for the Internet.
immigrate	See emigrate, immigrate, migrate.
impact	Verbs such as *affect* or *hit* are preferable to *impact*. If you do use it as a verb, you should always use it intransitively. A missile does not impact a target; it *impacts* ***on*** a target or ***in*** a target area.
impel	See compel, impel, propel.
impending	See pending, impending.
imply, infer	*Implying* occurs when the writer or the speaker states something indirectly. *Inferring* occurs when the reader or the hearer draws a conclusion on the basis of indirect evidence.
important	When you want to introduce a second and more worthy consideration, use *more important* rather than *more importantly*. *Retail sales were up last month; more important, interest rates fell for the first time this year.* Similarly, use *most important*, rather than *most importantly*, in a context requiring the superlative. (See relevant, important.)
in addition to	See together with.
incessant	See absolutes.
incident, incidence	*Incident* applies to a minor occurrence or an event of only momentary importance. *A border incident took place yesterday when a small patrol entered the neutral zone. Incident* is not the proper word to use in cases of major conflict or catastrophe. An invasion is not an incident; neither is an earthquake. Be careful also to distinguish between *incidents* (occurrences) of civil unrest and the *incidence* (frequency) of civil unrest.
include	See comprise, compose, include.
in connection with	See fill-ins.
incredible, incredulous	*Incredible* means not believable; *incredulous* means skeptical. *His explanation was incredible; she gave him an incredulous stare.* (See credence, credibility, credulity.)
indeed	See fill-ins.
indicate	denotes a conclusion based on specific information. (*The massing of troops indicates that a battle is imminent.*) Do not use when you mean announce, reveal, say, or the like.
indigenous	See domestic, indigenous.
individual	is not a desirable synonym for person. Use it when you need to make a distinction between one person and a group: *The police are searching for the group or individual responsible.*
infer	See imply, infer.
infinitives	No one insists any more that all split infinitives must be shunned. Do, however, make sure that clarity or the flow of the sentence demands the split. If you are not sure, do not split.
inflammable	See flammable, inflammable.
infrastructure	is a legitimate word, but use it selectively.

injuries, casualties	are suffered or sustained, not received or taken. (See casualties.)
in order to	often begins an adverbial phrase in the middle of a sentence, but at the beginning of the sentence you can usually do without the first two words. *He brought his lunch in a bag in order to save money.* But: *To save money, he brought his lunch in a bag.* Be careful of negative verbs followed by phrases beginning with *in order to* or *because of*. *He did not go out to lunch in order to save money* and *He did not go out to lunch because he wanted to save money* are both ambiguous, leading the reader to ask *then why did he go out to lunch?* The problem is usually solved by putting the *in order to* or *because of* phrase at the beginning of the sentence. A better plan is to rephrase and change the negative verb to a positive one with negative connotations. *He avoided restaurant lunches in order to (because he wanted to) save money.*
insure	See assure, ensure, insure.
intensify	See escalate, accelerate, intensify.
inter, intra	*Inter* indicates something that is between or among or together; *intra*, a prefix, means within. *International competition* (competition among nations), *intramural competition* (competition within an institution).
Internet	a communications network that connects computer networks and organizational computer facilities around the world.
interestingly	See hopefully and subjective words.
in terms of	a pretentious and often unnecessary phrase that can usually be deleted along with what it introduces—or at least replaced by *at*, *in*, *for*, or *by*.
in this context	See fill-ins.
intra	See inter, intra.
ironically	involves a sharp contrast between the apparent and the expected. Do not use *ironically* when referring to a trivial oddity. *Ironically, the senator, a professed atheist, goes to church every Sunday* is fine. *Ironically, the senator wears tennis shoes to church* is not.
Islam	the religious faith of Muslims. (See Muslims.)
issues	are resolved, not solved.
its, it's	*Its* is the possessive of the personal pronoun *it*. *It's* is the contraction of *it is*.
-ize words	appeal to many misguided writers. Seek synonyms for *conceptualize*, *finalize*, *optimize*, *prioritize*, and their ilk—a recent, particularly egregious example is *rumorize*.
jibe	See gibe, jibe.
joint	See combined, joint.
kind	See type.
kudos	is a Greek word meaning glory. In English it means praise or credit for an outstanding achievement. In both Greek and English it is singular and has no plural. Kudos goes to someone, kudos never go to anyone.
lack	as a transitive verb, is not followed by *for*. *The French do not lack* (omit *for*) *a sense of their grandeur.*
laid, lain	See lay, lie.

late	When referring to someone who is deceased use *the* before the word *late*. *He succeeded the late President Smith*, not *He succeeded late President Smith.*
Latin abbreviations	See section 3.11.
latter, former	Both words refer to one of only two persons or things or collections. In a series of three or more, repeat the subject referred to or, if repetition is a problem, use *last-named* (or *first-named*).
lay, lie	*Lay* means to put, place, or prepare. It always takes a direct object. Both the past tense and the past participle are *laid*. (*The President ordered his aide to lay a wreath at the unknown soldier's tomb. The aide laid the wreath two hours later. Yesterday a wreath was laid by the defense minister.*) *Lie* means to recline or be situated; it never takes a direct object. Confusion arises because the past tense of *lie* is *lay* (the past participle is *lain*). *He lies* (or *lay*, or *has lain*) *down*.
lead, led	*Lead* (rhymes with *reed*) means to go ahead of; *led* is its past tense and participle. *Lead* (rhymes with *red*) is the metal.
leave	See depart, leave.
led	See lead, led.
LDCs	See less developed countries.
lend, loan	Use *lend* when you need a verb; *loan* as a verb is colloquial.
less	See fewer, less.
less developed countries (LDCs)	Developing countries is preferred. (Do not say "lesser developed countries." (See Third World.)
liable	See likely.
lie	See lay, lie.
like, as	Both *like* and *as* can properly be used in making comparisons, but *like*, a preposition, governs nouns, pronouns, and incomplete clauses, while *as*, a conjunction, governs full clauses. *He behaves* ***like*** *a child. He behaves as a child* ***would behave***. Sometimes you can omit the verb in the clause after *as*. In this case the verb is understood: *When I was a child, I thought as a child [would think]*. Leaving out the verb will often produce smoother prose, but you need to ensure that the omission does not sound stilted or foster ambiguity.
likely	As an adverb, *likely* must be preceded by a qualifier like *quite*, *more*, *most*, or *very*. (*She will very likely win the election.*) As an adjective, it needs no qualifier. *He is likely to blow the operation* (not *He will likely blow the operation*). *She is a likely candidate.* *Apt* and *liable* sometimes crop up as synonyms for *likely*. Neither, however, has the same predictive connotation. *Apt* suggests a tendency, usually unfortunate: *He is apt to lie at the drop of a hat. Liable* connotes vulnerability rather than probability: *He is liable to arrest.*
likewise	is an adverb, not a conjunction, and cannot properly be used as a substitute for *and*.
links	See relations, ties, links.
loan	See lend, loan.

WORD WATCHERS LIST

loath, loathe, loathsome	*Loath*, an adjective, means reluctant. *He is loath to break the agreement. Loathe*, a verb, means to dislike intensely. *He loathed the long train ride. Loathsome* means abhorrent or repulsive. *The bloody murder was loathsome.*
logistic	in the sense of moving, quartering, and supplying troops, is the adjective; *logistics* is the noun. *Logistical* is discouraged.
lower	is both the comparative degree of the positive adjective *low* (superlative *lowest*) and the antonym of the positive adjective *upper*, which, like the antonymous *lower*, has no comparative or superlative. This consideration is significant only when deciding whether to put a hyphen after *lower* (as always after upper) in a unit modifier. (See footnote 34.)
majority	means more than 50 percent. *Majority* takes a singular verb when the sense is oneness. *The majority of the Senate supports the measure.* When the individuality of the members is stressed, the verb is plural. *The majority of the Senators are from rural districts.* When no one has achieved a majority, someone still will have a plurality (the group that, while falling short of a majority, is larger than any other). Neither *majority* nor *plurality* can be modified by terms like "one-vote" or "one-seat." (See plurality, consensus, and margin.)
margin	*Margin*, not *majority*, is what you call the number of legislative seats by which the majority exceeds the minority. *The Prime Minister's party, with 220 seats, has a 20-seat margin over the opposition's 200 seats.* (See majority and plurality.)
masterful, masterly	Careful writers distinguish between these adjectives. A *masterful* person is overpowering, overbearing, or imperious; he or she is capable of mastering others. A virtuoso performance is *masterly*, the work of a master artist.
material, materiel	*Material* is any substance from which something is made. *Materiel* refers to equipment, especially military supplies.
may	See could, may, might.
maximum	See absolutes.
meaningful	is a vacuous word that is too often used by analysts to mean significant. *The results of the meeting were meaningful* is meaningless.
meantime, meanwhile	The former serves mainly as a noun. *In the meantime, he waited.* You can express the same idea in fewer words by using *meanwhile. Meanwhile, he waited.*
measures, units of	See sections 2.21, 2.22, and 3.15 as well as the conversion chart on page 25.
media	See data, media, criteria, phenomena.
mercifully	See hopefully and subjective words.
metaphors	are figures of speech used to describe something in terms of something else. Approach them with caution. Even experienced writers, seeking to add a flourish to their prose, sometimes make the mistake of mixing unrelated metaphors in a single sentence. One example will serve as a warning: *This slap on the wrist came on the heels of the President's trip.*
Middle East	is preferred over *Near East* and *Mideast* and, as an adjective form, is as acceptable as *Middle Eastern.*
might	See could, may, might.
migrate	See emigrate, immigrate, migrate.

military	as a noun can be singular or plural—be consistent within a paper. If in doubt, consider it plural.
militate	See mitigate, militate.
minimum	See absolutes.
misinformation	See disinformation, misinformation.
mitigate, militate	*Mitigate* means to moderate or alleviate. *He did what he could to mitigate his minister's wrath. Militate* means to have weight or effect, either for or against but more frequently the latter. *The facts militate against his interpretation.*
Mod	is an abbreviation-derived jargon word (capitalized) that is acceptable in formal writing about weapons to designate different versions (models) of a weapon system: *the SS-II Mod 2, all Mods of the SS-11.*
modifiers, floating	See also, even, and only.
momentarily	applies to a fleeting instant; it does not mean *at any moment.*
monetary	See fiscal, monetary.
more than, fewer than, over, under, during, while	*Over* and *under* describe location; use *more than* and *fewer than* with numbers. For time, use *during, from,* or *while* except when the time reference is indefinite or vague. *The system has improved during the past year. Inflation is up 10 percent from a year ago.* But: *Relations between the two nations have improved over time. Living conditions have changed over the centuries.*
most, mostly, almost	*Most* is not a proper substitute for *almost* in formal writing. *Almost every one,* not *most everyone. Most,* not *mostly,* is the correct word when you mean to the greatest degree. *Those most affected,* not *those mostly affected.*
Muhammad, Mohammed	See Muslims.
Muslims	are adherents of Islam. They are followers of the prophet *Muhammad,* not *Mohammed.*
nations	See countries, nations.
naturally	See subjective words.
neither . . . nor	When the elements in a *neither . . . nor* construction are singular, the verb is singular; when they are plural, the verb is plural. When the elements differ in number, the verb is determined by the number of the nearer (or nearest) element. *Neither Bob nor Joe is going to the conference. Neither the French nor the Italians are attending this year. Neither Bob nor his neighbors are planting gardens.*
never	Think before writing that something has *never* happened: are you sure that there has not been even one occurrence in all of history? (See absolutes.)
newly industrializing countries or economies	See Third World.
noisome	means either offensive and disgusting, like a *noisome odor,* or harmful; it has nothing to do with noise.
nonaligned countries	do not belong to alliances of West or East, but they often are not practitioners of neutrality, like Switzerland. Instead, they are advocates or opponents of selective policies of both sides. Most of them are grouped in the Nonaligned Movement.

nonconventional, unconventional	*Nonconventional* refers to high-tech weaponry short of nuclear explosives. *Fuel-air bombs are effective nonconventional weapons. Unconventional* means not bound by convention. *Shirley Chisholm was an unconventional woman.*
none	is singular when used in the sense of no one or not one. *None of those delegates was elected party chair.* If *none* applies to more than one person or thing, use a plural verb. *None of those delegates were expected to be nominated.* The object of the *of* phrase following *none* is usually the best indicator of whether *none* is singular or plural. *None of the cake was eaten. None of the cookies were eaten.*
North-South	refers in international politics to relations between industrialized and developing nations. *North* and *South* also can mean the two Koreas.
not only . . . but also	In *not only . . . but also* constructions, be sure that the parts of the sentence are parallel. *He is aware not only of the political consequences but also of the military dangers. He not only is aware of the political consequences but also recognizes the military dangers.* (See parallelism.)
number of	a phrase that is too imprecise in some contexts. *A number of troops were killed.* (If you do not know how many, say *an unknown number.*) *Number of,* when preceded by *the*, usually takes a singular verb. *The number of mistakes is small.* When preceded by *a*, *number of* generally takes a plural verb and means several. *A number of the mistakes were due to carelessness.*
numerical order designators	*First, second, third*, and other designators of numerical order are preferred to *firstly, secondly, thirdly*, and the rest.
obviously	See qualifiers.
of	turns up as an unnecessary hanger-on in conjunction with words like *outside* and *off*. The latter are prepositions in their own right and need no reinforcement. One gets *off* one's high horse or *off* the fence, not *off of* them. *Out of*, on the other hand, cannot do without *of*.
of course	See fill-ins.
offload	Use the less pretentious word *unload*.
offput	is not a word. If you are offended, you are put off.
older, younger	refer to only two persons or things or collections of either; *oldest* and *youngest* are the proper adjectives when more than two are involved.
on	See upon, on.
on board	See aboard, on board.
one	has a way of intruding into a sentence. *The congress was an obstreperous one* reads better as *The congress was obstreperous.* In constructions where *one* is the subject, use a singular verb. *One in every 10 senators is uncommitted.* But beware: *He is one of those who were* (not *was*) *uncommitted*; in this construction, *those who*, not *one*, controls the verb.
only	is a floating modifier that can be attached to almost any word in a sentence. Anchor it carefully to ensure that you are conveying the meaning you want to convey. *Even, primarily*, and *mainly* pose similar challenges. *Only he attended the meeting.* (The others did not show up.) *He only attended the meeting.* (He did not make a speech.) *He attended only the meeting.* (He skipped the dinner.)
on the other hand	See fill-ins.

opine	See pretentious words.
opposition, opposed, opponent	*Opposition* takes the preposition *to*, as does *opposed*; *opponent* is followed by *of*.
optimize	See *-ize* words.
oral	See verbal, oral.
organ, organism, organization	An *organ* is a musical instrument, a part of the body, or a medium of communication. An *organism* is a living plant or animal. An *organization* is a society or association or business consisting of people united in some way for a specific purpose. Do not use these three words interchangeably.
over	See more than, fewer than, over, under, during, while.
owing to	See based on, due to, owing to.
parallelism	To make a parallel clear, repeat a preposition, an article, the *to* of the infinitive, or the introductory word of a phrase or clause. *Technology* ***to boost*** *production and* ***to exploit*** *natural resources.*
parameter, perimeter	*Parameter* is a legitimate word for mathematicians and scientists, but it is easily misused, for example when *dimension* or *characteristic* would be better. Save *parameter* for the times you really mean a limiting factor, especially when the thing limited is abstract rather than concrete. Do not confuse with *perimeter*, which is the outer edge of a physical area; the emphasis is on shape and extent rather than on the limits being set.
parliament	Use only if it is the actual name of the body. Otherwise, use *legislature* or the precise name: *National Assembly, Diet, Congress*.
parliamentarian	A *parliamentarian* is an expert on parliamentary rules and procedures, not a member of parliament. People who pass laws are *legislators*. Or use the specific title of the legislators in question (*senator, delegate*). Refer to a Japanese legislator as a *Diet member*, not a *Dietman*.
participles	must not be left dangling, where they often lead to ambiguity and illogicality. *Turning the corner, the view was much changed* is clearly wrong. The sentence should read: *Turning the corner, he found the view much changed*. General guide: participles are adjectives, so watch what they modify and keep them close by. (A memorable dangler from a travel brochure: *You can see the Statue of Liberty sailing into New York harbor.*)
party	should be applied to a person only in telephone and legal contexts. For guidance on when to capitalize party, see section 1.12.
passive voice	See active voice.
PC	means personal computer.
pending, impending	*Pending* means yet to come or not yet settled; *impending* adds a hint of threat or menace.
people, persons, personnel	The word *people* usually applies to sizable groups imprecisely enumerated (*several thousand people showed up for the demonstration*), *persons* to smaller, usually explicit numbers (*217 persons were interviewed, nine persons were hired*). *Personnel* is a collective noun (usually plural) referring to employees of an organization or to members of the armed services as a group. Do not use it as a substitute for *people* or *persons*. *Many people applied. Three persons remain in the running. All company personnel have to be trained.*
perimeter	See parameter, perimeter.

personnel	See people, persons, personnel.
persons	See people, persons, personnel.
persuade	See convince, persuade.
phenomena	See data, media, criteria, phenomena.
plurality	The largest single group (of votes, opinions, and the like) when no one has a majority. (See majority and consensus.)
plurals of *-um* nouns	To pluralize nouns that began life as neuter Latin words (ending in *-um*), the DI generally adds s rather than following the Latin rules: *forums* rather than *fora*, for instance. See *Gregg*, section 614 for lists of the preferred pluralizations of foreign words. For Latin (and Greek) words that appear most commonly in the plural, see data, media, criteria, phenomena.
possible	See probable, possible.
possibly	See could, may, might.
practicable, practical	*Practicable* means capable of being carried out in action; *practical* connotes useful. *It was practicable to build a highway* (it could be done), *but it was not practical* (because it would receive little use).
precipitate, precipitant, precipitous	*Precipitate* applies to rash or hasty human actions. *Precipitant* is used in the same general sense, but with stress on rushing or falling headlong. *Precipitous* refers to physical steepness.
preclude, prevent	Generally, *preclude* applies to events as its object, *prevent* to persons. *The bad weather precludes a departure today. The bad weather prevents me from leaving today.*
predominant, predominate	*Predominant* is the adjective; *predominate* is the verb. *His predominant influence is evident in party pronouncements. His views predominated in party pronouncements.*
preface	See foreword, forward.
presently	means in a short time, not at present, currently, or now.
pressure	As a verb, *press* is preferred.
pretentious words	Avoid words like *apprise, citizenry, contradistinction, effectuate, enunciate, eventuate, evince*, and *opine* and use simpler synonyms.
prevent	See preclude, prevent.
primarily	See only.
principal, principle	*Principal* is an adjective meaning most important, or a noun referring to a leader or to money. *Principle* is a noun only. It means basic truth, rule of conduct, fundamental law; *principled* is its related adjective.
prioritize	See *-ize* words.
prior to, before	*Prior to* is appropriate when a notion of requirement is involved. *The law must be passed prior to 1 July.* Otherwise, *before* is the better word.
pristine	describes something that is in its original condition, or primitive. It should not be used as a synonym for *new* or *clean*.
probable, possible	Analysts, particularly military analysts, are tempted to use *probable* or *possible* when *what probably is* or *what possibly is* is the proper formulation: *the attache saw what probably is a missile*, not *the attache saw a probable missile*. Could the officer have seen an improbable (or impossible!) missile?

propel	See compel, impel, propel.
protagonist	the leading or principal character, not necessarily a champion of an idea or course of action. *Chief protagonist* is redundant. (See redundancies.)
proved, proven	*Proved* is preferred as the participle, *proven* as the adjective except for energy contexts such as *proved reserves* or *proved fields.*
purportedly	See qualifiers.
qualifiers	Do not weaken judgments supported by direct evidence by inserting words like *apparently, evidently, seemingly, purportedly.* Conversely, you cannot strengthen judgments based on weak evidence by using words like *obviously, undoubtedly, clearly.* These adverbs are an instance of modifiers that do little or no work. Often you will find adjectives that are open to the same criticism. (See subjective words and the discussion of adjectives and adverbs in section 9.3.)
reason, because	After an opening like *the reason for,* the clause containing the reason should begin with *that,* not *because* or *why. The reason for his failure was that he was ill.* Better still would be *He failed because he was ill.*
rebound	See redound, rebound.
rebut, refute	If you *rebut* a point of view, you argue to the contrary; if you *refute* a point of view, you win the argument. New evidence can sometimes *refute* an earlier report or a piece of intelligence analysis; otherwise, *rebut* is generally the appropriate word in DI writing.
redound, rebound	*Redound* means to have an effect. *The plan redounds to his credit. Rebound* means to bounce back. *The economy rebounded last month.*

redundancies	are phrases that succumb to repetition. They expose bad habits or, worse, carelessness. The author who writes *It is a true fact that they are offering free gifts* is not watching his words. Below are selected examples observed over the years by the "redundancy police":

accidentally misfired
adequate enough
advance reservation
as has been mentioned previously
both agree
build a new house
bureaucratic redtape
chief mainstay
church seminarians
close confidant
close personal friend
combine together
completely surrounded
consensus of opinion
could possibly
current status
established tradition
exact same
exile abroad
exports beyond their borders
eyewitness at the scene
first began
final vestiges
foreign imports
free gift
future potential
future prospects
future successor
historical monuments
historical past
holy shrine
in close proximity
interact together
joint coalition
little booklet
live studio audience
long litany
major crisis
major milestone
meet personally
military troops
mutual cooperation
naval marines
old adage
own personal
past career
past history
personal autograph
personal charisma
past custom
personal popularity
piecemeal on a piece basis
professional career
rally together
relocate elsewhere
separate isolation cells
separate out
share together
single greatest
single most
small cottage
small village
sound logic
still continues
still remains
still retains
sufficient enough
sum total
tandem couple
temporary respite
temporary suspension
thin veneer
top business magnate
true facts
trusted confidant
underlying premise
unexpected surprise
unite together
well-known reputation
young baby

refute	See rebut, refute.
regard	See consider, regard.
regime	has a disparaging connotation and should not be used when referring to democratically elected governments or, generally, to governments friendly to the United States.
regretfully	See subjective words.
regrettably	See subjective words.

relations, ties, links	*Relations* should be followed by the preposition *with. This country is about to establish relations* ***with*** *that one. Ties* (or *links*) should be followed by *to. That country has ties* (*links*) ***to*** *this one.*
relatively, comparatively	*Relatively* should be used only when the intended comparison can be easily grasped. *He has a relatively heavy workload* has, by itself, little meaning. Relative to what? Last year? Last week? His colleagues? The same stricture applies to *comparatively*. (See compare, contrast.)
relevant, important	*Relevant* refers to something that has a bearing on the matter at hand and should be followed by *to. His speech was relevant* ***to*** *the problem.* Do not use *relevant* when you mean *important*.
reluctant, reticent	*Reluctant* means hesitant, unwilling to act and should not be confused with *reticent*, which means uncommunicative or reserved.
represent	means to depict or symbolize, not constitute. *The red line on the map represents the boundary between France and Germany* is proper usage. *South African gold represents most of the world's output* is not.
reticent	See reluctant, reticent.
reveal, expose, disclose, divulge	*Reveal* implies an unveiling of something not previously known; *expose*, to the making public of something reprehensible; *disclose*, to the making public of something that has been private; *divulge*, to the making public of something that has been secret.
Russian submarines	See section 7.6e for information on Russian submarine designators and footnote 39 for a list of submarine names.
sanction	as a noun, has meanings that are almost in opposition: from approval and encouragement to penalty and coercion. It should therefore be used only when the context makes its meaning clear. As a verb, *sanction* picks up only the approval aspect of the noun.
sanguinary, sanguine	*Sanguinary* means accompanied by carnage or bloodthirsty. *Sanguine* means ruddy or optimistic and cheerful.
seemingly	See qualifiers.
semiannual	See biannual, biennial, semiannual.
shall, will	Grammar purists tell us there are fine distinctions to be made between *shall* and *will*. Today, these distinctions are not closely observed even in serious writing. For devotees of grammatical history, the distinctions are: in the first person, *shall* denotes simple futurity; in the second and third persons, *shall* denotes promise, inevitability, command, or compulsion. *Will* is the other way around. In our publications, use *will*. The same distinctions are true for *should* and *would*.
she/her/hers	See gender.
ship	See boat, ship.
should	Except when used to connote moral obligation, *should* is a fuzzy word. Use more precise language in presenting intelligence judgments. (See shall, will.)
significantly	See fill-ins.
single	See redundancies.
situation	See condition, situation, activity.

WORD WATCHERS LIST

15

smartphone	a mobile phone that offers advanced capabilities, often with PC-like functionality.
sort	See type.
spam	unsolicited e-mail, sent indiscriminately to multiple mailing lists, individuals, or newsgroups; as a verb it means to send such junk e-mail.
strategy, tactics	*Strategy* is an overall plan of action, usually military action; *tactics* are specific plans or maneuvers designed to advance strategic goals. *Nuclear weapons can be included in both strategic and tactical planning.*
subjective words	The DI is not in the business of deciding whether something is good or bad; therefore, words like *fortunately* and *unfortunately* should not appear in DI writing. Discerning the subjective overtones sometimes requires a keen ear: *naturally*, for example, may give the reader a sense of being talked down to. *Regretfully*, *regrettably*, *mercifully*, *interestingly*, and other subjective words are vulnerable to the same kind of abuse. Stick with terms that focus on the world of our operational readers: motives and the actions that flow from them, choices, strengths and weaknesses, capabilities and intentions. Most of the time you can find a better way to express the thought. (See hopefully, feel, regime, and upbeat, downbeat.)
surveil	If you must use it, confine it to the military or intelligence sense.
table	As a verb, *table* can mean to put a bill aside. In British usage it can also mean to introduce a bill for consideration. Use the word only when the meaning is unmistakable.
tactics	See strategy, tactics.
Taiwan	See China, Taiwan.
technical terms	For the most part, DI analysts are writing for generalists. Generalists may have deep expertise in specific areas, such as missile technology or a country's tribal politics; nonetheless, the analyst's goal is to do away with the specialist's jargon and to put everything into layman's language. If your audience consists of just a few people who thoroughly understand the subject (or who cannot be trusted to follow the reasoning without jargon to guide them), by all means sprinkle your piece with technical terms. Most of the time, however, write for the nonexpert.
that, which	*That*, as a relative pronoun, introduces clauses containing information necessary for the full comprehension of a sentence. Such defining or restrictive clauses are not set off by commas. *The report that was on the general's desk needed revision* suggests that there were several reports, but only the one on the general's desk needed to be revised. *Which* introduces clauses that are not essential to the meaning of a sentence. These nonrestrictive clauses are set off by commas. *The report, which was on the general's desk, needed revision* suggests that there was a report in need of revision, and it happened to be on the general's desk. The distinction between the two types of clauses is not always easy to make. In crisp prose, *that* can, and probably should, often be deleted. *The information that he needs* goes faster as *the information he needs.* When persons are involved the pronoun is *who*, whether the clause is restrictive or nonrestrictive.

there is, there are	Try to avoid using *there is* or *there are* to start a sentence; look for a more illuminating verb than *is*. If you do lead off with such a construction, be sure the number of the verb agrees with the subject that follows. Acceptable but minimally informative: *There is an artillery regiment on the border.* Better: *The government has moved an artillery regiment to the border.* Grammatically correct but hard to comprehend: *There are a headquarters building for each unit and numerous other structures.* Better: *The army has built a headquarters building for each unit as well as numerous other structures.*
Third World	refers to the economically underdeveloped or developing nations in Africa, Asia, and Latin America. These nations are also known as *less developed countries*, or *LDCs*, or, preferably, *developing countries*. Some countries within the Third World are more advanced than the others; they are called *newly industrializing countries*, or *NICs*. Among the NICs are Singapore and South Korea. When a reference to such a grouping embraces "noncountries" such as Hong Kong and Taiwan, the more appropriate term is *newly industrializing economies* (avoid the abbreviation *NIEs*). Note that we capitalize (for clarity) the abbreviations *LDC* and *NIC* but not the literal terms they stand for; however, we do capitalize (for distinction or contrast) certain nonliteral terms like *Third World, Cold War, North-South, East-West,* and, if unavoidable, *Free World.*
this	Often used as a demonstrative pronoun, representing in a single word a situation or a thought expressed earlier. Be sure, however, that *this* has a clear antecedent; if it does not, either rework the sentence to make the antecedent unmistakable (proximity is the best solution), add the appropriate word or words after *this*, or devise a formulation that makes the connection without using *this*.
ties	See relations, ties, links.
together with	is often found immediately after the subject of a sentence. *Together with* phrases do not affect the verb. *Lower productivity, together with higher interest rates, is hurting the economy.* The same is true of *along with, as well as, in addition to*, and *like*.
too	in the sense of *very*, is not acceptable in formal writing; in the sense of *excessively*, however, it is likely to be the best word.
torturous, tortuous	*Torturous* means extremely painful. *Tortuous* means twisting, devious, or highly complex. *Many accidents have occurred on the tortuous mountain road.*
traditions	long-established practices or elements of culture passed down from generation to generation. Do not use to describe practices developed over the past few years.
try	is followed by *to*, not *and*.
type	As a noun, *type* should be followed by *of* in constructions like *that type of plane* or, in the plural, *those types of planes*. Never omit the preposition. The same holds true for *kind* and *sort*.
ultimate	See absolutes.
unconventional	See nonconventional, unconventional.
under	See more than, fewer than, over, under, during, while.
undoubtedly	See qualifiers.

unfortunately	See subjective words.
uninterested	See disinterested, uninterested.
unique	See absolutes.
universal	See absolutes.
unprecedented	See absolutes.
upbeat, downbeat	should be confined to use as musical terms. In formal prose they sound overly colloquial and may be value-laden as well. (See subjective words.)
upcoming, forthcoming, coming	When you are looking for an adjective meaning *to take place later*, try *forthcoming* or just *coming* instead of *upcoming*. Better yet, give a clue as to when: tomorrow, next week, next month.
upon, on	In almost all cases you can substitute *on* for *upon* as a preposition (*bearing on the case*), but not as an adverb (*he felt overworked and put upon*).
URL	is the abbreviation for uniform resource locator, a protocol for specifying addresses on the Internet.
US	The preferred adjective for our country is *US*, not American. *United States* (written out) is the preferred noun, but *the US* may be used when repetition or space is a problem. You can also use *Washington* as the noun when it is clear that you are referring to the US Government, not the capital city. Never use *we*, *us*, *our*, or *ours* when referring to the United States. *US* (not *our*) *allies disagree*. The first person plural is reserved in intelligence writing for the analysts/estimators/writers themselves.
usage, use	*Usage* means either a manner of use, as in *rough usage*, or a habitual practice creating a standard, as in *good English usage*.
variety of	takes a plural verb when conveying the sense of several or various. *A variety of sources report high casualties.* When the emphasis is on the singular *variety*, rather than on the plural object of *of*, the verb is singular. *A variety of meals is better than eating the same food all the time.*
verbal, oral	A *verbal* message can be either spoken or written. An *oral* message is always spoken.
verbal overkill	Extra words are burdensome to the reader and should be avoided. Here are some samples of verbal overkill and a simple substitute for each: are in a position to (can) at that point in time (then) at the present time (now) currently in progress (going on) due to the fact that (because) in regard to (about) in the event that (if) in the near future (soon) it is highly likely that (probably) it is possible that (may) never before in the past (never) subsequent to (after) the majority of (most) the manner in which (how) whether or not (whether) (See fill-ins and redundancies.)
very, definitely	Use these and other ambiguous intensifiers sparingly.
viable	denotes the capacity of a newly created organism to maintain a separate existence. It is often mistakenly used when *durable*, *lasting*, *workable*, *effective*, or *practical* is the appropriate adjective.
vicious circle	is correct. Although *vicious cycle* is now seen almost as often, it is not accepted in DI writing.

war	See footnote 7 for guidance on capitalization.
whether	*Whether* does not always need *or not. He still has not decided whether to go. She is going whether or not he does.*
which	See that, which.
while	as a conjunction, usually has reference to time. *While the President was out of the country, the Army staged a coup.* It can, with discretion, also be used in the sense of *although* or *but. While he hated force, he recognized the need for order.* Avoid using *while* in the sense of *and.* (See more than, fewer than, over, under, during, while.)
who, whom	Most of the time the issue of whether to use *who* (nominative case) or *whom* (objective case) is straightforward. Subject: *Who* is his boss? Object of a verb: *Whom* did the committee choose? Object of a preposition: *Whom* does she work for? The nominative case in the objective slot, as in *Who did the committee choose?* or *Who does she work for?*, has become acceptable in casual English, spoken or written, but it is not acceptable in formal writing. The main difficulty comes in subordinate clauses, when the syntax sometimes gives *who* and *whoever* an objective cast even though structurally they are nominative. *The voters will pick the candidate who they think will do the best job.* (*Who* is the subject of *will do* in the subordinate clause. Do not be thrown off by the interjection *they think.*) *The voters will turn against whoever they think is responsible for their economic hardships. The voters will turn against whomever they blame for their economic hardships.* (In the first of the last two sentences, it might seem that *whoever* is the object of the preposition *against* and should be replaced with *whomever.* The object of *against,* however, is not a single word but the entire clause *whoever . . . economic hardships.* Thus, *whoever,* the subject of the verb in the subordinate clause, is correct. In the second sentence, *whomever,* the direct object of *blame* in the subordinate clause, is properly in the objective case.)
whose	functions as the possessive of both *who* and *which. Of which,* though grammatically correct, sometimes sounds stilted.
will	See shall, will.
with	Do not use *with* in the conjunctive role of *and.* Sometimes this sort of use has unintended consequences. *They are married* ***and have*** *three children.* (Not: *They are married,* ***with*** *three children.*) *He is married* ***and has*** *a child.* (Not: *He is married* ***with*** *one child.*) Too often, *with* is used to attach an additional thought that would be better treated as an independent clause following an *and* or a semicolon. *Economics and history are his mainstays; knowledge of linguistics is an additional qualification.* (Not: *Economics and history are his mainstays,* ***with*** *knowledge of linguistics an additional qualification.*)
with reference to	See fill-ins.
would	See shall, will.
younger	See older, younger.

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youth	as the opposite of old age is always singular; when it means young persons (male or female) collectively it is always plural; when the word refers to an individual young male it is, of course, singular, and its plural is *youths*. *The nation's youth were encouraged to enroll. A gang of youths started the riot.* Nowadays, rioting young persons probably include females as well as males, and reports of their activities are more likely to say *youths* rather than *young persons*—a trend that we probably should join until someone comes up with a better unisex term.

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